



Durham Student Organisation Framework for Common Rooms

There are two separate Durham Student Organisation (DSO) Framework documents: one for Junior, Middle and Graduate Common Rooms which are not independent charitable organisations – this Framework - and one for Clubs and Societies.

The Durham Student Organisation Framework for Clubs and Societies which are not governed by the Durham Students' Union can be found [here](#).

There is a further structure for Common Rooms that are independent charitable organisations in the form of a Service Level Agreement. Further information, including the process of transition from a DSO to an independent charitable organisation, can be found [here](#).

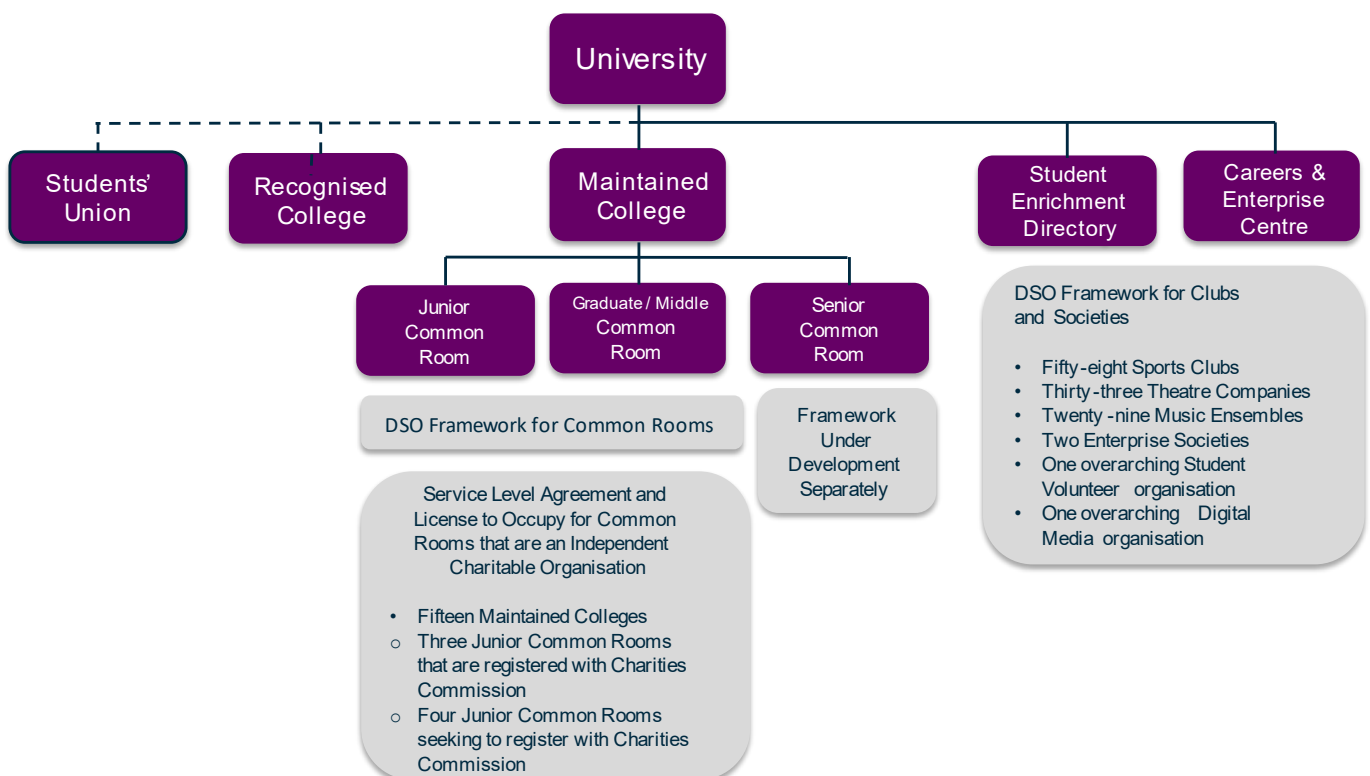


Table of Contents

1.	Definitions	4
2.	Introduction	5
3.	Democracy	5
4.	Staff.....	6
5.	Finance and Procurement.....	7
6.	The Composition Fee.....	8
7.	Competition and Marketing Requirements.....	8
8.	Assets.....	8
9.	Liability and Insurance	9
10.	Health and Safety	10
11.	Legal Services	10
12.	Information Governance.....	10
13.	University Logos and Branding	11
14.	Premises.....	11

Annex I: Required DSO Common Room Executive Roles and Responsibilities

Annex II: Template Standing Orders

Annex III: Resolution Panel

Annex IV: Durham Student Organisation Financial Processes and Procedures

Annex VI: List of Maintained Colleges

Durham Student Organisation Framework for Common Rooms

1. Definitions

1.1 In this Framework these terms will have the following meanings:

- **Academic year:** The period from 1 August in one year to 31 July in the next year
- **College Officers:** The Head of College, Vice Principal or Assistant Principal
- **College:** A maintained College of Durham University – one which is legally part of the University and reporting to the Vice Chancellor and Council, without independent existence or autonomy – and therefore not standalone, separate legal entities. A list of the maintained colleges is set out at Annex VI
- **Common Room (CR):** The Graduate, Middle or Junior Common Room of a College. This Framework is not applicable for Senior Common Rooms
- **Common Room Executive:** Student Officers elected to both represent the Common Room and to fulfil specific operational and governance roles as defined by the CRs Standing Orders
- **Composition Fee:** An annual grant from the University towards the delivery of its activities as set out in its Standing Orders
- **Durham Student Organisation (DSO):** Durham University Common Rooms, Clubs and Societies that are not established as independent charitable organisations or governed by the Students' Union
- **Head of College:** The Principal or Master of a College
- **Responsible Officer:** The senior University officer within the College with responsibility for Common Room activity and compliance with the Common Room executive officer structure (the Head of College)
- **Parent Body:** The University organisational unit in which a student organisation sits. For a Common Room this is their College
- **Physical Assets:** Items in the custody of the Common Room including furniture and equipment but excluding buildings and land
- **President:** Person elected in accordance with the Standing Orders of the Common Room to lead the Common Room Executive
- **Sabbatical President:** Person elected in accordance with the Standing Orders of the Common Room to lead the Common Room executive **and** contracted as a University staff member
- **Standing Orders:** The written rules which regulate the procedures of the CR and the CR sub-committees
- **University Executive Committee (UEC):** The University's senior leadership body with University Executive members working as a team, consultatively and through line management, to enable, inter alia, strategy implementation, new policy development, scenario and budget planning and risk analysis/mitigation

- **Year:** A calendar year

2. Introduction

- 2.1 The purpose of the Durham Student Organisation (DSO) Framework for Common Rooms (this Framework) is to set out the governance relationship for CRs with the University and to provide a clear Framework within which the relationships can operate and flourish. This Framework only applies to CRs that are not independent charitable organisations.
- 2.2 The Framework and the associated Annexes are constructed to be sufficiently flexible for CRs to design their own operational arrangements at a local level.
- 2.3 CRs are expected to operate within the principles set out in the Framework and Annexes. When activities and operations fall outside of the scope of the Annexes, guidance should initially be sought from College Officers.
- 2.4 CRs are also subject to the [University's Codes of Practice and its Statutes and Policies](#).
- 2.5 This Framework and its Annexes will be reviewed at intervals of not more than every 3 years in consultation with the CRs aligned with the Framework, College Officers, and relevant University personnel.
- 2.6 The Framework is approved by the University Executive Committee.
- 2.7 The Pro-Vice-Chancellor Colleges and Student Experience has responsibility for oversight of the obligations set out in the Framework and for provision of an annual assurance reports to Council.
- 2.8 A member of staff from the Colleges and Student Experience Division, and nominated by the PVC CSE, serves as the primary contact for CRs to provide on-going support and guidance in relation to the Framework's practical application, supplementing support provided by College Officers.
- 2.9 Following the enactment of the 2006 Charities Act, certain CRs have opted to become separate registered charities and therefore opted out of the Framework. These CRs are recognised as 'student unions' under the Education Act 1994. This Framework does not apply to the separate registered charities.

3. Democracy

- 3.1 CRs aligned with this Framework do not require their own separate Constitution as their aims, objectives and operational arrangements must be set down in their Standing Orders. A template for Standing Orders can be found at **Annex II**.
- 3.2 An overriding principle recognised by the University is the preservation of the democracy within CRs. This is manifested through:
 - 3.2.1 the freedom of an individual CR to design its own arrangements for the running of the organisation, including meetings, committees and elections, which are underpinned by the principle of fairness; and
 - 3.2.2 the recognition of accountability that each President has to the members of their CR in representing their views to its Parent Body.
- 3.3 The Standing Orders must layout the process for the following areas but may include other elements that relate to the specific CR:
 - 3.3.1 CR objectives;

- 3.3.2 membership of the CR and the opportunity to opt out;
 - 3.3.3 procedure at CR meetings;
 - 3.3.4 CR executive officer roles and election processes;
 - 3.3.5 CR committees;
 - 3.3.6 management of CR Clubs and Societies;
 - 3.3.7 CR financial management (to be in line with **Annex IV**);
 - 3.3.8 CR complaints procedure;
 - 3.3.9 policy for referendums; and
 - 3.3.10 amendments to the Standing Orders.
- 3.4 There is no limit upon the number of elected officers comprising the CR executive committee, however, at a minimum, each CR executive committee must comprise a Chair, President and Treasurer. Whilst the exact nature of these roles may vary within each CR there are core responsibilities associated with each role and these are set out in **Annex I**.
 - 3.5 A central function of each CR is to represent the views of their members on College matters to relevant staff and bodies within the University.
 - 3.6 CRs will be consulted on matters of University policy that will affect their members and the University undertakes to recognise and respect this representational role in the decision making process.
 - 3.7 There shall be a representative of the CR on each relevant College committee. Representation on committees will be agreed annually between the Head of College and the Common Room President.
 - 3.8 The principle of collaboration, partnership and transparency, to assist in maximising the student experience, must be recognised by both the CR and the Parent Body. This includes the on-going sharing of information and decision making - in both directions - between CRs and College Officers out of and within committee structures.
 - 3.9 Each College and CR must set up an independent dispute resolution panel to adjudicate over any disputes that arise between the CR and the College. Either the President or the Head of College may refer an issue to the panel. Guidance on panel membership and operation is set out in **Annex III**. The University's Mediation Service should also be accessed if required.

4. Staff

- 4.1 Under the Framework sabbatical Presidents and any other staff of the CR are University employees with an agreed job description and terms and conditions of employment. It is recognised that the sabbatical President's employment relationship sits alongside the responsibilities they have towards their members, and this will be clearly recognised in the agreed job description.
- 4.2 As a University employee, management arrangements need to be in place for the sabbatical President. These arrangements need to be proportionate, supportive, and respect the primacy of the President's accountability to their CR. Line management will be agreed by the Head of College. This would normally be the Vice Principal of the College but, in exceptional cases, could be any suitably qualified member of University staff. The sabbatical President shall also be assigned a mentor from outside of the College through the Office of the PVC CSE.

- 4.3 In cases where casual workers are engaged to support Common Room activity, recruitment, supervision, training and line management arrangements should be agreed by College Officers working in conjunction with the President. University policies and procedures must be adhered to.
- 4.4 All staff and casual workers funded by the CR must have pay rates set by the CR which must meet minimum legal requirements. All staff and casual workers must be paid via the University payroll.
- 4.5 Although the principles of University policies and procedures must be adhered to, the CR is responsible for determining, and setting down in its Standing Orders, the recruitment and appointment for the sabbatical President. These processes must be fair and open, transparent, and inclusive. Any vote of no confidence to signal the possible removal of the sabbatical President will trigger the commencement of the University's disciplinary procedure against the sabbatical president. The vote of no confidence will not, in itself, enable the removal of the President from office. In such circumstances, the Human Resources Business Partner must be notified in advance of the planned vote of no confidence.

5. Finance and Procurement

- 5.1 Each CR has been assigned a University cost centre, through which the CR staff and any casual workers are paid. The CR is responsible for agreeing its staff budget on an annual basis, completing the necessary documentation to pay staff and casual workers, and monitoring expenditure against budget.
- 5.2 Each CR has a University bank account in the CR name for managing its non-staff costs. The CR is responsible for:
 - 5.2.1 producing an annual financial plan, monitoring performance against plan, and producing updated forecasts on a quarterly basis that must be presented to the College Officers;
 - 5.2.2 the timely and accurate recording of financial transactions, in an agreed format, and monthly bank reconciliations;
 - 5.2.3 quarterly reporting of income and expenditure against budget to the College Officers, in an agreed format; and
 - 5.2.4 quarterly reporting of VAT, as required under the terms of the University's VAT registration.
- 5.3 In situations where these responsibilities are not fulfilled, the CR may be placed in Special Measures to safeguard the financial position of the University. This process is outlined in **Annex IV**.
- 5.4 Each CR may use bank transfers and purchasing cards to support the procurement of goods and services. Any purchase under £50k may be undertaken independently of the University's procurement services and approved suppliers although it is expected that value for money will be considered at all times.
- 5.5 The financial activity of each CR is consolidated into the University's accounts at its financial year end.
- 5.6 Internal and external auditors will have direct access to the financial records as required. The CR must provide timely responses to information requests from auditors so as not to delay the audit process, especially in relation to the University's annual external audit.

- 5.7 Assistance in fulfilling the above requirements will be provided to each CR by the DSO Assistant Finance Manager through on-going guidance and support, including the provision of formal training and regular opportunities to meet and discuss matters arising throughout the year.
- 5.8 Detailed information outlining the management and reporting requirements, together with levels of authority to spend, are set out in **Annex IV**.
- 5.9 The CR shall recognise that the Head of College is the designated responsible officer and in the case of any CR not complying with the financial requirements, Special Measures will be introduced to safeguard the financial position of the University. This process is outlined in **Annex IV**.

6. The Composition Fee

- 6.1 The CR will receive an annual grant from the University towards the delivery of its activities as set out in its Standing Orders known as the Composition Fee, which is the same for each CR and a variable element based on student numbers (resident and non-resident).
- 6.2 The CR shall be responsible for ensuring that the Composition Fee provided by the University is used only for the pursuit of objectives set out in the CRs Standing Orders.
- 6.3 The overall level of Composition Fee will be reassessed each year as part of the University's budget setting process having regard to general inflation. The CR will be notified of the outcome for the upcoming financial year in July of the preceding year to aid its budgeting process.
- 6.4 Subject to a notice period of one academic year, the University reserves the right to review, in consultation with CRs, the mechanism by which it calculates the Composition Fee.
- 6.5 Funding shall be payable in equal instalments on 1 November, 1 February and 1 May except that the University, through the PVC CSE, may at its absolute discretion, suspend payment of the Composition Fee where there has been, in the University's reasonable opinion, a serious breach to the requirements outlined in **Annex IV** and where a CR has been placed in Special Measures.
- 6.6 During the suspension of payment of the Composition Fee, the Composition Fee will accumulate and be paid to the CR once any serious breach has been rectified.

7. Competition and Marketing Authority Requirements

- 7.1 In order to ensure the University fulfils its contractual responsibility to students, each CR must publish, on its website, at the beginning of each academic year, its membership fee for the year ahead and the corresponding services to be provided.
- 7.2 Any significant changes to either the membership fee or the services provided during the year must be presented, with a detailed explanation of the reasons for the necessary changes, at a meeting of the CR membership for review and approval. These changes must then be published on the CR website within five working days of the approval.

8. Assets

- 8.1 The physical assets of each CR are held by the University for use by the CR. Assets, above the University's threshold, will be capitalised.
- 8.2 The use, by the CR, of its financial and physical assets must be respected and used in accordance with the policies and regulations of the University.

- 8.3 The wishes of any donors related to financial or physical assets of the CR must be respected and used in accordance with the directions of the University.
- 8.4 The CR does not have the authority to purchase or lease any buildings, land or fixed plant in the name of the CR or in the name of the University. With the consent of the Head of College the CR may, however, rent or hire buildings or land on a short-term basis in pursuit of the objectives outlined in the CR Standing Orders.
- 8.5 The CR will maintain an Asset Register for insurance purposes and will submit annually to the University's Insurance Services upon request. This will normally involve close collaboration with the College Operations Manager and College Officers to ensure the register is accurate and complete.
- 8.6 The disposal of any CR asset requires not only the written authorisation of the CR President but also the University through both the Head of College and Finance Director. The proceeds of disposal will remain the property of the CR.

9. Liability and Insurance

- 9.1 The University is ultimately legally liable for the activities of each CR registered under the Framework and is responsible for procuring appropriate insurance coverage.
- 9.2 All CR property included within the annual insurance Asset Register is covered against theft arising from forcible entry to a locked building and against accidental damage. Any valid claim is subject to a deductible amount, the value of which will be confirmed annually by Insurance Services. This sum will be taken from the settlement figure.
- 9.3 A specific arrangement is in place for CR rowing boats. Any valid claim is subject to a deductible amount, the value of which will be confirmed annually by Insurance Services. This sum will be taken from the settlement figure.
- 9.4 Any claim made against a University insurance policy must be made within 30 days of the related incident. Each CR should, therefore, inform the Insurance Services immediately following the identification of a potential claim. The Insurance Services will prepare any claims necessary in conjunction with CR Officers.
- 9.5 If external suppliers are to be engaged by the CR in connection with CR events there will be a range of insurance requirements that the CR must ensure are in place. These must be discussed with the University's Insurance Services and approved in advance by the Head of College or their delegate. This is not an exhaustive list, but requirements will normally include:
 - 9.5.1 External suppliers, including performers, must provide documentary evidence confirming that they hold Public Liability insurance with a minimum limit of indemnity of £5,000,000.
 - 9.5.2 For the suppliers of fairground rides, the minimum limit of indemnity required will be £10,000,000.
 - 9.5.3 For any supplier or performer using fireworks, pyro-technics, fire eating or other activity involving fire on Durham University premises, and where authorisation from Durham University has been obtained, the minimum limit of indemnity required will be £10,000,000.
- 9.6 The University's Insurance Services shall provide on-going guidance and support including the provision of formal training and regular opportunities to meet and discuss matters arising throughout the year.

- 9.7 For events taking place off-site it would normally be expected that all sub-contractors and third party providers, for example security, fairground ride and sound/tech providers will be contracted by the venue provider and not the CR.
- 9.8 The C/S shall recognise that the Parent Body Department Head is the designated responsible officer and, in all cases, has the authority to authorise the pause or complete cancellation of events and activities, both on-site and off-site, if they are not satisfied with the insurance arrangements in place.

10. Health and Safety

- 10.1 Each CR remains under the University's Health and Safety arrangements.
- 10.2 The University's Health and Safety Service provides on-going guidance and support, through the Divisional Health and Safety Business Partner, including the provision of formal training and regular opportunities to meet and discuss matters arising throughout the year.
- 10.3 Each CR is responsible for working directly with College Operations Staff and College Officers to ensure appropriate arrangements are in place, including insurance from third-party providers, for all events and activities led on-site by the CR. Where required, specialist support will be provided by the Student Enrichment Directorate for areas including Sport, the Performing Arts, Media and Volunteering.
- 10.4 The C/S shall recognise that the Parent Body Department Head is the designated responsible officer and, in all cases, has the authority to authorise the pause or complete cancellation of events and activities, both on-site and off-site, if they are not satisfied with the Health & Safety arrangements in place.

11. Legal Services

- 11.1 Each CR must seek legal advice from University Legal Services on all contractual matters.
- 11.2 University Legal Services provides on-going guidance and support including the provision of formal training and regular opportunities to meet and discuss matters arising throughout the year.
- 11.3 Each CR must, on an annual basis, provide University Legal Services with a list of designated officers empowered to commit the CR to contractual obligations.
- 11.4 All contracts, regardless of value, must be considered by University Legal Services and executed by the designated University Officer – not the CR President.

12. Information Governance

- 12.1 CRs remain part of the University and as such the University is the data controller¹ for the purposes of Data Protection legislation. The University's Data Protection Officer has oversight of personal data processed by CRs and each CR must seek and follow advice from the University's Information Governance Unit on matters relating to [Data Protection](#). The CR must follow the University's [Data Protection Policy](#) and [Records Management Policy](#) and other information governance policies and guidance as amended from time to time.
- 12.2 The University's Information Governance Unit will provide on-going guidance and support as with any other department of the University.

¹ As defined by the Data Protection Act 2018 and UKGDPR

12.3 Each CR shall use its best endeavours to ensure the CR does not willingly or knowingly place the University in breach of its obligations under the Data Protection Act and shall establish systems to ensure compliance with such obligations.

12.4 Each CR shall inform the University's Information Governance Unit immediately if there is any accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to Personal Data.

13. University Logos and Branding

13.1 Each CR is free to adopt their own branding templates and designs. However, any use of the University's logos or any version thereof, including the name of the CR, must follow the guidelines created by the University's Marketing and Communications Office, available online at: <https://www.dur.ac.uk/marketingandcommunications/local/toolkit/>.

13.2 The University's Marketing and Communications Office shall provide on-going guidance and support including the provision of formal training and regular opportunities to meet and discuss matters arising throughout the year.

14. Premises

14.1 Each Parent body agrees to make space available for the activities of their CR, on a reasonable basis, and recognising the breadth of the CRs activities. No overhead charge will be made for the use of this space.

14.2 The agreed designation of space shall be reviewed annually and recorded through the production of a floor plan diagram agreed between the College Officers and the CR that clearly designates the space made available to the CR.

14.3 Accommodation shall be provided for the CR President at a reduced rate as stipulated by the University. This will amount to £350 per month in a catered College and £300 per month in a non-catered College. The University will not subsidise rent for any other CR Officer.

Durham Student Organisation Framework for Common Rooms – Annexes

- Annex I:** Required DSO Common Room Executive Roles and Responsibilities
- Annex II:** Template Standing Orders
- Annex III:** Resolution Panel
- Annex IV:** Durham Student Organisations Financial Processes and Procedures
- Annex V:** List of Maintained Colleges

Annex I: Required DSO Common Room Executive Roles and Responsibilities

There will be a range of other roles and responsibilities that are specific to each Common Room. However, all role descriptions must include the elements identified below.

Common Room President
<ul style="list-style-type: none">• Promote the well-being of the College community and perform all such duties as are consistent with this.• Represent the CR to the College Officers and the College Officers to the CR.• Have overall responsibility and accountability for the finances of the CR.• Sit ex-officio on College Committees, CR Committees and all CR Clubs/Societies.• Meet regularly with College Officers.• Assist College Officers with routine administrative tasks as shall from time to time be agreed between the President and the College Officers.• Promote the College to student applicants.• Report regularly to the Head of College and to the CR Executive Committee and maintain close contact with the College Officers.• In carrying out these duties, the CR President shall at all times respect the confidences of individual students and members of College and University staff.• Oversee the work of the CR Officers to ensure the best possible service is provided to CR members.

Common Room Chair (Secretary)
<ul style="list-style-type: none">• Call, advertise, and chair all General, Extraordinary, Constitutional, and Committee Meetings.• Advise CR Members on matters concerning the Constitution, Standing Orders, Policy Documents, and the day-to-day running of the CR.• Maintain the Standing Orders and ensure the most recent version is easily available to all CR members on the CR website.• Conduct a yearly constitutional review of the CR Standing Orders and all elements of CR governance.• Chair CR Committee Elections, handle complaints, Vote of No Confidence and Censure.

Common Room Treasurer

- Responsible to the CR President for all financial transactions of the CR including income and expenditure of Clubs / Societies / Committees.
- Maintain the accounts of the CR in line with the requirements outlined within the Standing Orders and the DSO Framework.
- Ensure CR financial documents are made available to any member of the CR, College Officers and University Finance staff upon request.
- Attend University Committees as required by the CR to represent the views of their CR members.
- Prepare an income and expenditure account and the balance sheet as at the last day of the financial year (31 July).
- Prepare a financial plan prior to the beginning of Michaelmas term, which is to be reviewed / approved by the CR Executive Committee and presented to College Officers.
- Review annually the CR Levy (subscription fee) to ensure that it is set at an appropriate level for the functioning of the CR.
- Monitor budgets of the CR Club and Society accounts; ensuring regular updates are published to Club and Society Presidents and Treasurers.

Annex II: Template Standing Orders

1. Common Room Meetings

1.1 Types of Meetings

1.1.1 General Meetings

- 1.1.1.1 There shall be at least two General Meetings in each term.
- 1.1.1.2 Further meetings may be scheduled at the discretion of the President and Chair.
- 1.1.1.3 The date and time of the meetings shall also be at the discretion of the President and Chair.
- 1.1.1.4 At least seven days preliminary public notice should be given before all General Meetings.

1.1.2 Emergency Meetings

- 1.1.2.1 Emergency Meetings shall be held at the discretion of the President or on a mandate from (CR to agree percentage of membership) members of the CR, to discuss a matter of extreme urgency.
- 1.1.2.2 At least forty-eight hours notice must be given.
- 1.1.2.3 There will be no other business other than that for which the meeting was called.

1.2 Procedure to Convene Meetings

- 1.2.1 A date for submission of motions for above meetings to the Chair shall be stated at least seven days before the meeting.
- 1.2.2 The agenda for the meetings shall be placed on the CR website not less than two days before the meeting. The agenda shall be drawn up by the Chair.
- 1.2.3 Apologies for non-attendance must be sent to the Chair and must be received at least one hour before the meeting.

2. Procedure at Meetings

2.1 Control of the Meeting

- 2.1.1 The Chair shall chair all CR meetings, both General and Emergency.
- 2.1.2 In the event of either the temporary or complete absence of the Chair from the meeting the Vice-President of the CR shall chair the meeting or any other member of the CR Executive thereafter.

2.2 Invitations to Meetings

- 2.2.1 The Presidents of any other CRs within the College shall have an invitation to attend all CR General Meetings.
- 2.2.2 The Presidents of the other CRs shall be permitted to speak, but not to vote.

- 2.2.3 In the event of the Presidents of the other CRs being unable to attend the meeting, they may send in their place a nominee from their Executive Committee, to be agreed before the meeting with the CR Chair and President.

2.3 Minutes

- 2.3.1 The CR Secretary shall take the minutes of all CR Meetings, to be approved by the CR at the beginning of the subsequent meeting.
- 2.3.2 Past copies of minutes shall be available to all members of college on the CR website.
- 2.3.3 Minutes of the previous CR meeting should be displayed on the CR website no less than ten working days before the next meeting.

2.4 Quorum

- 2.4.1 There shall be a quorum of (CR to agree percentage of membership) members of the CR for both General and Emergency meetings for any matters involving a vote.
- 2.4.2 No motion or discussion shall be considered binding on the CR if made at an inquorate meeting unless it is subsequently ratified at a quorate meeting.

2.5 Reports

- 2.5.1 All Executive officers shall report to the CR at each General Meeting.
- 2.5.2 Each report shall be followed by questions to the officer.
- 2.5.3 All officers must submit bullet-points to the Chair at a date decided by the Chair, which shall not be more than 48 hours prior to the release of the agenda.
- 2.5.4 If an officer is unable to attend the meeting where they shall report they must ensure that apologies are given to the Chair and that a full, written report is submitted to the Chair before the start of the meeting. This report shall be read by the Chair.

2.6 Motions

A motion shall constitute any formal proposal put before the CR.

2.6.1 Proposals

- 2.6.1.1 Any member of the CR, except the Chair and Chair elect, may propose or second any motion or amendment.
- 2.6.1.2 All motions shall be formally submitted in writing to the Chair at least four days before the CR Meeting.
- 2.6.1.3 All motions must be accompanied by two signatures, one proposing the motion, one seconding the motion. Only an individual signature may propose or second a motion, not groups of people acting under a single name. The one exception to this rule is for votes of no confidence where (CR to agree percentage of signatures) signatures shall act together both to propose and second the motion.
- 2.6.1.4 Neither the proposer nor seconder of a motion may be somebody who directly gains individual, personal or financial benefit from the motion. This point shall, at all times, be at the discretion of the Chair and President in consultation with the CR executive.

2.6.2 Regulations Concerning Motions

- 2.6.2.1 No two motions shall be on the floor at the same time.
- 2.6.2.2 No motion shall be presented to repeal or amend any resolution in the term it has been passed unless notice of the motion to do so is signed by no less than (CR to agree percentage) members of the CR.
- 2.6.2.3 No motion may be presented which has been rejected in that term, unless notice of the motion to do so is signed by no less than (CR to agree percentage) members of the CR.
- 2.6.2.4 No motion may be passed under Any Other Business.
- 2.6.2.5 A motion which is submitted later than specified in point 2.6.1.2, shall be treated as an emergency motion provided the President and Chair feel that failure to discuss such business until the next CR meeting would be detrimental to the interests of the CR. Motions to alter the Constitution, Standing Orders or Executive Officer role descriptions shall not be allowed as emergency motions.

2.6.3 Procedure for Considering Motions

- 2.6.3.1 The proposer, seconder or Chair shall have the opportunity to verbally present a motion which shall thereafter be open for discussion, opposition or amendment.
- 2.6.3.2 A motion will be thrown out if both the proposer and seconder are not at the meeting to introduce it unless both have apologised for absence and nominated a representative who shall introduce the motion.
- 2.6.3.3 Questions of the motion may then be asked.
- 2.6.3.4 There shall follow speeches in opposition and support, and so forth until discussion ends, or the Chair terminates the discussion at their discretion. If a speech for or against is not forthcoming, further unopposed speeches may be allowed at the Chair's discretion.
- 2.6.3.5 The amendment or substantive motion shall then be put to the meeting and a vote taken.
- 2.6.3.6 Points of order to the Chair shall take precedence over all other business.
- 2.6.3.7 Points of information shall be made through the Chair and take precedence over business at the discretion of the speaker.

Note: All questions must be put through the Chair.

2.6.4 Voting

- 2.6.4.1 Motions shall be voted upon and either accepted or defeated on a simple majority by show of hands and/or electronic ballot with votes for, votes against and abstentions recorded in the minutes of the meeting.
- 2.6.4.2 All members of the CR are eligible to vote provided they were present at discussion of the motion.

- 2.6.4.3 Two members of the Executive Committee shall be appointed as tellers for each motion voted upon, by the Chair. They shall not have a vote.

2.6.5 Amendments

- 2.6.5.1 Amendments may be put at any time during the discussion of the motion following the proposal of the motion.
- 2.6.5.2 An amendment must be proposed by a member of the CR.
- 2.6.5.3 Amendments and minor wording changes may be put by the proposer before the motion is put.
- 2.6.5.4 If the proposer immediately accepts the amendment, it is automatically incorporated into the original motion, and hence no seconder for the amendment is required.
- 2.6.5.5 If 4 does not apply, the amendment must be voted on by a show of hands. If it is then accepted, it becomes the substantive motion which must then be put to the meeting.

2.6.6 Procedural Motions

- 2.6.6.1 Procedural motions may be presented at any point during the discussion of the motion.
- 2.6.6.2 There shall be only one procedural motion on the floor at any one time.
- 2.6.6.3 Procedural motions must be proposed and seconded by members of the CR.
- 2.6.6.4 Procedural motions prevent discussion on original motions or substantive matters until the procedural motion has been discussed and voted upon.
- 2.6.6.5 Procedural motions may be passed with a simple majority by a show of hands.
- 2.6.6.6 The following procedural motions are immediately included into the meeting if accepted by the proposer of the current motion:
 - 2.6.6.6.1. That the motion be taken in parts;
 - 2.6.6.6.2. That the motion be put now;
 - 2.6.6.6.3. That the motion be not put now;
 - 2.6.6.6.4. That the motion be referred to the appropriate CR committee for investigation and report;
 - 2.6.6.6.5. That the motion be discussed by an elected ad hoc committee;
 - 2.6.6.6.6. That the matter be postponed to a later stage in the meeting;
 - 2.6.6.6.7. That the matter be postponed to another meeting;
 - 2.6.6.6.8. That a hand count be taken.
- 2.6.6.7 The following procedural motions must be voted on by the CR:

- 2.6.6.7.1. That the timing of the meeting be extended;
- 2.6.6.7.2. That a secret ballot be taken;
- 2.6.6.7.3. That a secret ballot be not taken;
- 2.6.6.7.4. That certain Standing Orders be suspended;
- 2.6.6.7.5. That the meeting be closed;
- 2.6.6.7.6. That the meeting be adjourned for a specific time;
- 2.6.6.7.7. That the motion be put to a referendum.

3. Referenda

- 3.1 A Referendum can be triggered by a petition of CR members or following a motion at a CR Meeting.
- 3.2 A petition will become valid once it has (CR to agree percentage) valid signatures to be determined by the CR Chair.
- 3.3 Once a question is agreed upon by the CR Chair, there will be a 7 day campaign period.
- 3.4 Campaign Period
 - 3.4.1 During the campaign period, members of the CR can approach the CR Chair to be appointed Representatives of the 'Yes' or 'No' Campaign. The duties of these Representatives will be to act as spokespersons for the period and to coordinate publicity material.
 - 3.4.2 The standard rules of canvassing shall be adhered to (Standing Order 4.1.3). Canvassing on behalf of a campaign will constitute political campaigning and so no door-to-door canvassing is permitted.
- 3.5 Voting Period
 - 3.5.1 The voting period shall be defined by the CR and will take place online and in accordance with the rules in Standing Order 4.1.4.
 - 3.5.2 The CR Chair along with the Returning Officers shall determine the quoracy of the vote. A vote shall be deemed valid if there are (CR to determine percentage).
 - 3.5.3 To force a change of policy or constitution a campaign must reach the threshold of (CR to agree percentage) of valid votes cast.
 - 3.5.4 The results of the vote will be announced within 24 hours of the vote completing.
- 3.6 Appeals
 - 3.6.1 There will be a period of 7 days for appeals to be lodged. Appeals will be heard by a panel of 4 CR Executive Officers and one College Officer. The appeal will be Chaired by the CR Chair.
 - 3.6.2 If any other issue arises the CR Chair can determine the matter after consulting the CR Executive.

4. Common Room Elections and Appointments

4.1 Elections

4.1.1 Schedule: The elections for the CR Executive and Chair will be held annually during the Michaelmas and Epiphany terms. The following describes the schedule and the venue for hustings:

4.1.1.1 CR to identify each individual Executive Officer role and the election period for each post.

4.1.2 Nominations and Publicity

4.1.2.1 For all elections, nomination forms signed by the candidate, proposer and seconder shall be handed to the Chair not later than (CR to determine timescale) full days before the date of election. A manifesto of not more than (CR to determine) words, in an agreed and published file format should be sent to the Chair via email.

4.1.2.2 A copy of candidates' manifestos shall be displayed within 24 hours of the close of nominations.

4.1.2.3 Neither the proposer nor the seconder may be the current position holder, an elected member of the CR Executive, the Chair or Chair elect or a candidate standing for the same position.

4.1.2.4 The candidates' names, photographs and manifestos shall be placed on the CR website from after nominations close until voting closes. Note: The appearance of these must be similar in nature.

4.1.2.5 In the event of a candidate wishing to stand down during election, they must submit a letter stating a desire to stand down, which shall be signed by both the candidate and the Chair and shall be viewable by the CR at the candidate's discretion. This letter must be submitted to the Chair before voting commences.

4.1.2.6 No CR member shall be permitted to hold the same Executive position simultaneously for more than two academic years.

4.1.2.7 All candidates must be in a position to undertake the full requirements of the role, at the discretion of the Chair, with reference to section 1 of the Job Descriptions.

4.1.3 Canvassing

4.1.3.1 If canvassing is permitted by the CR, all candidates will be advised of the time period where canvassing can take place. This information will also be placed on the CR website.

4.1.3.2 Voters have the right to refuse to be canvassed.

4.1.3.3 No materials may be given out to voters during canvassing.

4.1.3.4 A candidate may not utilise poster campaigns nor any form of electronic media.

4.1.3.5 There may be no table bangs to aid a campaign.

- 4.1.3.6 On the day of hustings a candidate may distribute short summaries to voters whom they have not canvassed. These must be deemed appropriate by the Chair.
- 4.1.3.7 Any member of the CR may complain about breach of the aforementioned rules to the Chair, who will investigate the breach.
- 4.1.3.8 If the breach is serious the Chair may eject a candidate from the election on consultation with the CR Executive Committee.
- 4.1.3.9 The Chair is responsible for issuing these rules to candidates on application.

NOTE: In the case of some Common Rooms canvassing will not be permitted.

4.1.4 Voting

- 4.1.4.1 The elections are conducted under secret ballot and single transferable vote.
- 4.1.4.2 The Chair shall arrange voting which shall consist of an online vote.
- 4.1.4.3 Re-open Nominations shall be included as an option.
- 4.1.4.4 Only the Chair, the Chair elect and members of the CR Executive Committee who are not standing for election may be permitted to act as returning officers during any election.
- 4.1.4.5 Vote counting and publicising of results shall take place immediately after the voting closes. Only the Chair, the Chair elect and members of the CR Executive Committee who are not standing for election may be permitted to count votes. Candidates may permit representatives to observe counting.
- 4.1.4.6 Members of the CR Executive Committee taking part in the running of an election will not be permitted to vote in that election.

4.1.5 Hustings

- 4.1.5.1 Hustings take the form of a short speech by the candidate followed by questions from the floor which must be relevant to all candidates and non-personal in nature.
- 4.1.5.2 If a candidate cannot attend hustings, they can submit a report with an initial speech followed by any relevant information. From this the Chair may answer any questions from the floor by quoting directly.

4.2 Terms of Office

- 4.2.1 A single term of office for each of the CR Executive and Chair shall be 12 months.
- 4.2.2 The role of sabbatical president can be held for a maximum of two terms of office (24 months).

4.3 Censure / No Confidence

- 4.3.1 A motion of Censure or No Confidence may only be brought at a quorate CR Meeting.
- 4.3.2 Such a motion may only be carried by a 2/3 majority of those present at such a meeting.

4.4 Censure

- 4.4.1 A motion of Censure will constitute a formal complaint against an officer of the CR. A second motion of Censure will have the same effect as a vote of no confidence.
- 4.4.2 The names of both the proposer and seconder for such a motion must be handed to the Chair at least three full days before the date of the meeting.
- 4.4.3 Such a motion must be included on the agenda.
- 4.4.4 The identity of both the proposer and seconder shall not be made known to the CR but shall only be known by the President and Chair; unless either of them is the subject of the motion, in which case they shall not be informed.
- 4.4.5 The case presented by the proposer shall be read out by the Chair.
- 4.4.6 The officer in question will have the right to present his/her case to the CR.
- 4.4.7 Questions from the floor shall be accepted at the discretion of the Chair.
- 4.4.8 For points 4 and 6 above, Chair should be read as President if the Chair is the subject of the motion.
- 4.4.9 Where a motion of censure is upheld, that individual should meet with the CR President (or Chair where appropriate) inside 1 week to formulate an action plan to resolve all relevant issues.

4.5 No Confidence

- 4.5.1 A vote of no confidence requires the signatures of 15 members of the CR in support of the motion.
- 4.5.2 Such a motion must appear on the agenda.
- 4.5.3 The names of the 15 supporters shall not be made known to the CR but shall be known by the President and Chair; unless either of them is the subject of the motion, in which case they shall not be informed.
- 4.5.4 The 15 signatures shall be received from the complainant by the Chair
- 4.5.5 The case against the officer in question shall be read out by the Chair.
- 4.5.6 The officer in question will have the right to present his/her case to the CR.
- 4.5.7 Questions from the floor shall be accepted at the discretion of the Chair.
- 4.5.8 The vote shall take place by a secret ballot.
- 4.5.9 If a vote of no confidence is passed, the officer in question must stand down immediately unless this is a sabbatical officer at which point the vote of confidence will trigger the commencement of the University's formal Human Resources disciplinary procedure against the officer. This process will determine whether the officer should remain in office, or otherwise.
- 4.5.10 For points 4, 5 and 7 above, Chair should be read as President if the Chair is the subject of the motion.

4.6 Resignation

- 4.6.1 In the event of resignation of members of the Executive or the Chair, a letter should be given to the President and Chair, detailing their reasons for resigning. In the event of the President resigning, the letter should be handed to the Vice-President.
- 4.6.2 In the event of a resignation, a by-election shall be held using the same election procedure as laid down in the Standing Orders for the original election. This shall be held as soon as possible after the event.
- 4.6.3 In the event of an officer resigning their post due to a passed motion of no confidence, no letter shall be deemed necessary.
- 4.6.4 In the event of the President resigning, the Vice-President shall take over as acting President in accordance with their job description.
- 4.6.5 In the event of any other member of the Exec resigning, their duties should be divided between the other Executive members by the President.
- 4.6.6 In the event of the Chair resigning or being subject to a vote of no confidence, the Vice President shall arrange the by-election that follows in conjunction with the Steering Committee.
- 4.6.7 In the event of any non-Exec position holder resigning, a letter of resignation, detailing their reasons for resigning, shall be given to the Chair.
- 4.6.8 This letter shall be published at the discretion of the Chair.

5. Clubs and Societies

5.1 Any club or society ratified with the CR is granted:

- 5.1.1 The right to use the College name within the name of that club/society;
- 5.1.2 A place at the College Freshers' Fair and all other related recruitment events;
- 5.1.3 The right to advertise through agreed college channels;
- 5.1.4 The right to apply for financial support (grants) at a Finance Committee or general CR meeting.

5.2 Ratification

5.2.1 Any club or society shall be recognised by the CR provided that:

- 5.2.1.1 A petition for its formation, signed by at least ten members, is presented to the Executive.
- 5.2.1.2 The club or society presents their Standing Orders with the petition. The Standing Orders should contain:
 - 5.2.1.2.1 the name of the club or society;
 - 5.2.1.2.2 the aims and objectives of the club/society (which shall not be contrary to those of the CR);
 - 5.2.1.2.3 regulations relating to membership eligibility;
 - 5.2.1.2.4 provision for the election of a committee of officer(s);

5.2.1.2.5 the responsibility of the committee of officers;

5.2.1.2.6 provision for an AGM at which accounts shall be presented.

5.2.1.3 The club or society's constitution is approved by the Steering Committee and made public through the CR website.

5.2.1.4 The recognition that a club/society may be withdrawn at any time by the CR Executive if the Executive receives substantiated evidence that a club /society is contravening its Standing Orders.

5.3 Yearly Ratification of clubs and societies

5.3.1 Each club and society must undergo a yearly online ratification process, which shall be coordinated by the Chair. They shall be required to:

5.3.1.1 Hold an AGM in accordance with their individual constitutions;

5.3.1.2 Elect a new Executive in accordance with their election procedures which shall be shared with – and signed off by – the CR Chair on an annual basis before the election shall take place;

5.3.1.3 Provide the Chair with contact details of the new Executive;

5.3.1.4 Perform a review of their club / society Standing Orders and have it passed at their AGM;

5.3.1.5 Provide the Chair with an electronic copy of their updated Standing Orders.

5.3.1.6 Submit the following in the approved formats:

5.3.1.6.1 Financial plan for the upcoming year;

5.3.1.6.2 Current academic years accounts;

5.3.1.6.3 List of assets including replacement costs;

5.3.2 Failure to ratify before (CR to agree date), will result in club/society status being revoked.

5.3.3 Clubs and societies must submit information required for annual accounts to the CR Treasurer by any deadline(s) set, with reasonable notice, by the CR Treasurer. Failure to meet these deadlines will result in the club or society being de-ratified.

6. Complaints Procedure

6.1 If a student feels that he/she has been unfairly dealt with by anyone holding a position of responsibility within the CR, or that they have been unfairly disadvantaged by opting out of CR membership, then they shall have the right to complain and to have that complaint dealt with promptly and fairly.

6.2 In the first instance, the complainant shall meet the President who shall endeavour to resolve the complaint to the complainant's satisfaction. If the complainant is still unsatisfied then he/she and the President shall jointly approach the College Officers for their advice on the matter. If the College Officers are unable to advise the CR and complainant on a suitable course of action, then the complainant shall have the right to seek independent advice.

6.3 Unless in exceptional circumstances, complaints may only be upheld if:

6.3.1 A student feels that they have missed out by virtue of not being a CR member.

6.3.2 A student feels that they have not been represented appropriately by the CR.

6.3.3 The financial grant allocation to a club or society is considered unfair or disproportionate.

6.3.4 A club or society has not been recognised and the reason for this is unsatisfactory.

6.4 In any case of complaint, the complainant must provide evidence to support their claim.

7. Standing Orders

7.1 Up to date copies of the Standing Orders and CR Executive Job Descriptions shall be available to all members of the CR on the CR website.

7.2 Standing Orders may be suspended as per a procedural motion in point 2.6.6.7.4.

7.3 Proposed amendments to the Standing Orders shall be circulated to all members of the CR on the Agendas of the meeting at which they are to be proposed, or before the campaigning period of the referendum to which they are being put. The amendments shall be declared carried if a 2/3 majority so decides.

Annex III: Resolution Panel

1. In the event of the CR, University, and/or College Officers having a serious disagreement that cannot be resolved to the mutual satisfaction of both parties, the matter shall be referred to a resolution panel (the Panel), the operation of which is outlined hereafter.
2. Immediately upon the CR President taking office², the President and Head of College shall jointly agree the membership of the Panel.
3. The Panel shall comprise:
 - a. One student representative, which may include a sabbatical officer, or a student from any College within the University;
 - b. One member of staff from the University's Colleges and Student Experience Division who is not an officer within the College where the dispute is taking place; and
 - c. A third member – student or staff – independent from the Colleges and Student Experience Division.
4. The Head of College shall act as Chair.
5. Should a member of the Panel have a personal interest in the outcome of a decision, they must declare it in advance of the Panel convening.
6. In such a case, the remaining members of the Panel shall rule on whether the member with a personal interest may remain on the Panel.
7. Should the remaining members rule that the member with a personal interest may not take part, he or she shall not take part in the Panel's meeting, and a new member shall be appointed, for that occasion, as set out above.
8. Principles of Operation:
 - a. Before either party invokes the Panel, every effort shall be made by both parties to resolve the matter – where appropriate this may include accessing the University's mediation service. Any party invoking the Panel shall notify the other party simultaneously.
 - b. Should resolution not be possible to the mutual satisfaction of both parties, at the invocation of either party, the Panel shall meet within three working days. This period may be longer if agreed by both parties.
 - c. In a hearing of the Panel, each party shall make a written submission, before answering such questions as the Panel shall ask about the dispute.
 - d. If both parties agree, oral submissions shall suffice.
 - e. In coming to its decision, the Panel shall bear in mind the principles enshrined in the DSO Framework.
 - f. The Panel shall consider all submissions and rule within seven working days of the meeting. The Panel shall provide a written ruling, setting out the reasoning behind their decision no later than seven days after meeting. This ruling will be binding on both parties.

² Within one month from the time that the President takes office.

Annex IV: Durham Student Organisations Financial Processes and Procedures

1 Financial Definitions

- 1.1 **Bank Account Reconciliation:** An exercise to compare bank statements with the record of income and expenditure to ensure that the latter is complete and correct by identifying and correcting differences other than timing differences.
- 1.2 **Delegated Authority:** A financial approval limit delegated to named officers. An individual cannot delegate more than their own delegated financial limit. Common Rooms have a financial approval limit of £5K.
- 1.3 **Financial Plan:** A forecast of the proposed financial performance including: (i) an annual forecast for income and expenditure phased by month and in sufficient detail to enable comparison of actual results; and (ii) a statement of proposed capital expenditure and sources of funding other than income.
- 1.4 **Variance Analysis:** Determining and explaining the reasons for the differences between forecast and actual income and expenditure by period.

2. Financial Regulations

- 2.1 The Financial Regulations applicable to each CR as outlined in this DSO Framework supplements the Durham University Financial Regulations to ensure each CR's financial management is appropriately robust.
- 2.2 The University's Financial Regulations set out standards in relation to the acceptance of gifts or hospitality to ensure that its officers are not influenced by such actions. These are set out at: <https://www.dur.ac.uk/internal/treasurer/finregs/>

3. Accounting

- 3.1 **Financial Year:** The CR financial year runs from 1 August until 31 July the following year.
- 3.2 **Basis of Accounting:** The CR must prepare financial information in accordance with the Financial Reporting Standards and the accounting policies approved by the University.
- 3.3 **Accounting Records:** The CR Treasurer is responsible for keeping accounting records that are sufficient to show and explain the CR's transactions and are such as to disclose with reasonable accuracy the financial position of the CR at that time. The accounting records shall, in particular, contain entries from day to day of all sums of money received and expended by the CR and the matters in respect of which the receipt and expenditure takes place and a record of the assets and liabilities of the CR.
 - 3.3.1 VAT registration is in the name of the University. Each CR transaction must record its VAT impact. Summarised information required for the University's VAT return to HMRC must be provided to the Colleges and SE Divisional Accounts Team quarterly.
 - 3.3.2 The account codes used to record transactions are mapped to the University's chart of accounts to facilitate consolidation of accounting entries at year-end.
 - 3.3.3 Staff with responsibility for University finance have a right of access, at all times, to CR financial records and information and are entitled to require from any CR officer such information and explanations as considered necessary for the proper performance of their duties.

- 3.4 **Retention of Records:** The CR must retain all accounting records for a period of six years in accordance with the University's retention of records policy. An outline of the most recent accounts of the C/S must also be published on-line for all members to access.
- 3.5 **Banking:** Each CR has its own bank account in the name of the CR.
- 3.5.1 The account signatories are normally the CR Treasurer, President and Head of College. Other signatories may be proposed by the CR President and approved by the Head of College. At the discretion of the Head of College, the College Vice Principal may also be a signatory.
- 3.5.2 All bank transfers must be signed off by two authorised persons. Any transfer above £5,000 requires Head of College authorisation.
- 3.5.3 All purchasing cards must be kept in safe custody by the CR President.
- 3.5.4 The CR Treasurer is responsible for undertaking a monthly reconciliation of the bank account and providing the reconciliation to the DSO Assistant Finance Manager.
- 3.5.5 Each CR may choose to transfer surplus funds to the University for investment. The CR may subsequently request the return of these funds within five working days' notice.
- 3.5.6 CR's may not enter into any overdraft, loan, hire purchase or other credit agreement, other than standard credit terms in the normal course of business.
- 3.6 **Income:** The CR Treasurer is responsible for the prompt collection, security and banking of all cash received.
- 3.6.1 All monies received by the CR must be recorded on a daily basis and entered in the accounting records. The University is moving towards a cashless model and when appropriate mechanisms are in place, CRs will be required to adopt the relevant University policies and procedures.
- 3.6.2 All monies must be banked intact within five working days or daily in situations where the balance held exceeds insurance limits for safekeeping. Monies should be banked through the security arrangements used by the University. All sums received must be paid in and accounted for in full and must not be used to meet miscellaneous expenses.
- 3.6.3 The CR Treasurer is responsible for ensuring that any funds designated for a specific purpose are utilised for that purpose.
- 3.7 **Expenditure:** The CR Treasurer is responsible for authorising the purchase of goods and services for the CR. In doing so, up to the value of £50K, there shall be access to, but no obligation to use, the contracts arranged by the University for similar goods or services.
- 3.7.1 The CR Treasurer is responsible for delegating other CR officers to be authorised to purchase goods or services.
- 3.7.2 The CR Treasurer maintains a list of officers and their delegated financial authority limits, including contractual authority, and provides a copy to the DSO Assistant Finance Manager.
- 3.7.3 Where cash is expended for subsequent reimbursement, the CR Treasurer informs the nominated officer(s), in advance of any transaction, the extent of their delegated financial authority and reimburses their expenditure on that basis.
- 3.7.4 The CR Treasurer is responsible for making payment to suppliers of goods and services. Only goods or services received to a satisfactory standard will be paid for.

The CR Treasurer is responsible for ensuring that procedures are in place to determine that such receipt has been evidenced.

3.7.5 Payments may only be made against invoice documents. Where an invoice is not available a receipt must be obtained.

3.7.6 For payments of over £50K standard University procurement processes must be followed.

4. Special Measures

4.1 Any CR not complying with these financial requirements will be required to remedy the breach immediately. In the case of any CR not satisfactorily remedying such a breach, Special Measures will be introduced, with the agreement of the Head of College and the PVC CSE, to safeguard the financial position of the University. These may include some or all of the following:

4.1.1 The Head of College will take control of the CR finances, including any surplus already generated;

4.1.2 All bank accounts will be amended to require the signature of a University officer;

4.1.3 Head of College approval will be required before any financial commitments of over £500 can be entered into;

4.1.4 Any composition fee or other payment due from the University will be withheld;

4.1.5 Special Measures will apply until the CR has fully met the financial requirements.

5. Financial Planning

5.1 Financial planning is the foundation of sound financial management. The CR Treasurer is responsible for preparing an annual financial plan for approval by the CR President and the CR membership by 31 October of each academic year. The financial plan must set out proposed levels of annual income and expenditure, in sufficient detail, to form an operating budget for the academic year. The financial plan must also include proposals for capital expenditure, where appropriate, and identify their source of funding.

5.2 The financial plan must be presented to the Head of College and College Officers for review and approval.

5.3 Once approved the Financial Plan must be shared with the Assistant DSO Finance Manager.

6. Financial Control

6.1 **Budgetary Control:** The CR Treasurer is the Budget Officer responsible to the CR President, for control of the CR budget but may delegate discrete elements of the budget to other CR officers.

6.2 The CR Treasurer will use the financial plan to control and monitor variances. Costs and income relating to discrete activities with the core financial plan – for example an alumni donation - should be managed separately to facilitate this.

7. Financial Information

7.1 Reports of actual income and expenditure against budget, in an agreed format, must be provided quarterly to the Head of College with explanations of any significant variances and their impact.

- 7.2 Quarterly, an updated forecast of income and expenditure for the year should be provided to College Officers.
- 7.3 Where CR income and/or expenditure is managed through University cost centres, this information will be provided to the CR Treasurer by the DSO Assistant Finance Manager to enable the required CR financial reports to be prepared.
- 7.4 Reports of income and expenditure and variance analysis must be presented to the College Officers for information. In addition, an annual report must be prepared to provide further analysis and information to the College Officers.

8. Year-end Balances

- 8.1 Income and expenditure should be managed such that a positive balance is maintained at all times. Such balances are carried forward to the following financial year and made available for expenditure. If, under exceptional circumstances, there is a negative balance, this will be carried forward to the following financial year to be recovered from income. Permission to have a negative balance must have the prior approval of the Head of College and the PVC CSE, or their designated deputy.

9. Audit

- 9.1 Both the University's external auditors and its Assurance Service staff have authority to:
 - 9.1.1 access all assets, records, documents and correspondence relating to any financial and other transactions of the CR;
 - 9.1.2 require and receive such explanations as are necessary concerning any matter under examination; and
 - 9.1.3 require any CR Officer to account for cash or any other CR property under his or her control.

Annex V: List of Maintained Colleges

As of May 2022

1. Collingwood College
2. George Stephenson College
3. Grey College ^
4. Hatfield College *
5. John Snow College
6. Josephine Butler College *
7. South College
8. St Aidan's College *
9. St Cuthbert's Society ^
10. St Mary's College
11. The College of St Hild & St Bede
12. Trevelyan College
13. University College
14. Ustinov College ^
15. Van Mildert College *

^ Junior Common Room is an independent charitable organisation

* Junior Common Room seeking to become an independent charitable organisation