

Standing Orders for the Junior Common Room of St Mary's College, Durham University

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PERMANENT STANDING ORDERS FOR THE ST MARY'S COLLEGE JUNIOR COMMON ROOM, UNIVERSITY OF DURHAM

1. PREAMBLE

1.1. The JCR operates within the Durham Student Organisation (DSO) framework. 1.2. In these standing orders the following terms shall be understood with the following meanings:

- 1.2.1. 'JCR' refers to the Junior Common Room of St Mary's College
- 1.2.2. 'SMC' refers to St Mary's College, University of Durham
- 1.2.3. 'SMCJCR' refers to St Mary's College Junior Common Room
- 1.2.4. 'College' refers to St Mary's College
- 1.2.5. 'the Union' refers to the Durham Students Union.

2. THE PURPOSE OF THE JCR

2.1. The purpose of the JCR shall be:

- 2.1.1. To contribute to the education of its members
- 2.1.2. To contribute to the student experience of its members by providing opportunities to participate in social, cultural and intellectual activities

- 2.1.3. To represent the views of its members to the college, the Union and other University bodies
- 2.1.4. To represent the views of its members regarding the government of the JCR
- 2.1.5. To manage the finance of the JCR
- 2.1.6. To support the welfare of its members
- 2.1.7. To follow the college values statement and the 'Safe Mary's' Initiative.

3. DEMOCRATIC RIGHTS

- 3.1. All members shall be entitled to take part in all aspects of its democracy, and all members are expected to support the democratic rights of the other members of the JCR.
- 3.2. Any full member of the JCR has the right to:
 - 3.2.1. Join any student group of the JCR
 - 3.2.2. Stand for election and vote in elections subject to any restrictions laid out in these Standing Orders
 - 3.2.3. To use the facilities and services of the JCR
 - 3.2.4. To attend JCR events subject to purchase of a ticket, if required
 - 3.2.5. To attend JCR meetings
- 3.3. Any member has the right to make a complaint, under the Complaints procedure.
- 3.4. The JCR shall pursue its activities without any discrimination against any of its members.
- 3.5. No member of the JCR shall support any activities which could bring the JCR into disrepute.

4. MEMBERSHIP

- 4.1. The following shall be considered full members of the JCR:
 - 4.1.1. All undergraduate members of SMC who have opted in for JCR membership
 - 4.1.2. All postgraduate members of SMC who have opted in for JCR or MCR membership
 - 4.1.3. Sabbatical officers of the JCR.
- 4.2. There shall also be Honorary Life Members who will be appointed through the Colours' Committee, who are permitted to attend any JCR meetings or events after they have left the University, but they are not eligible to vote or hold office in the JCR. Should a member be made an Honorary Life Member before leaving Durham, they may still vote and hold office in the JCR.
- 4.3. All members of the JCR will be expected to pay the JCR levy at the beginning of their first year of study at Durham. Anyone who does not pay the levy shall be considered to have opted out of JCR membership.
- 4.4. Any member may opt out of JCR membership at any time by providing a signed statement to that effect to the JCR Chair.
- 4.5. Any member who has opted out, may opt back in by providing a signed statement to the Chair to that effect and paying the JCR levy if they have not already done so.

5. AMENDMENT OF THE STANDING ORDERS

- 5.1. Any member of the JCR may propose a change to the Permanent Standing Orders, this document, or request that the JCR takes a position by proposing a motion. **5.1.1.** The proposal should write a motion in the format:
 - This JCR notes...
 - This JCR believes...
 - This JCR resolves...

- 5.1.2. The motion should have a proposer and a seconder.
- 5.1.3. Any motions should be submitted to the Chair at least 24 hours before a JCR meeting, where members will have the opportunity to vote on said motion; the proposer of said motion will be expected to read the motion and answer any questions.
- 5.1.4. Any member may speak for the opposition of the motion should they so wish, although this is not obligatory.
- 5.2. Changes to the Permanent Standing Orders should be passed by an online vote, and shall be considered quorate if 20% of the members vote and the vote shall be passed on a simple majority.
- 5.3. Consultation on proposed amendments to Standing Orders shall include an informal discussion with the Head of the College (who is this? Mention Principal etc). If in their view the changes may have an impact on the college more broadly, the proposed amendments may be subject to further discussion.
- 5.4. Changes to Standing Orders will unless otherwise specified come into effect immediately following a successful vote. No amendment to Standing Orders shall in itself result in the invalidation of a JCR decision which was reached in accordance with the Standing Orders in effect at the time the decision was made.

6. THE BUSINESS OF THE JCR

- 6.1. JCR members shall collectively be responsible for the operation and management of the JCR and its facilities, services and events.
- 6.2. The business of the JCR shall be governed by the Standing Orders, as laid out here.
- 6.3. Decisions of the JCR shall normally be made at a JCR meeting to which all members of the JCR are entitled to attend. In extreme cases where time constraints do not allow for an Ordinary or Emergency Meeting, the procedure will follow as outlined in 7.1.2 with Executive and Ex-Officio Committees assuming responsibility.
- 6.4. All members shall have an equal right to vote and to speak on any matter.
- 6.5. A meeting of the JCR shall be considered quorate if 10% of the members are present.
- 6.6. Motions shall be decided on a simple majority vote, while elections for roles shall be decided by Single Transferable Voting; in the event of a tie the Chair has the casting vote.

7. THE EXECUTIVE AND EX-OFFICIO COMMITTEES

- 7.1. The JCR shall have an executive committee which shall collectively be responsible to the JCR for:
 - 7.1.1. Administering the JCR during the periods between the JCR meetings; this will include making decisions on behalf of the JCR on routine or non-contentious matters
 - 7.1.2. Making decisions for which the deadline does not allow consideration at a JCR meeting. Actions of the Executive Committee in such a scenario will be communicated to the full JCR by way of statement at the next JCR Meeting or at the appropriate time.
 - 7.1.3. Representing the JCR to the College and other University bodies or committees
 - 7.1.4. Ensuring the proper conduct of JCR Officers and Committees
 - 7.1.5. Managing the finances and the financial records of the JCR
- 7.2. The Executive Committee (known as the Core Exec) shall be chaired by the JCR President and shall comprise the following Executive Officers:
 - 7.2.1. The President
 - 7.2.2. The Vice President
 - 7.2.3. The Treasurer

- 7.2.4. The Chair
- 7.2.5. The Social Chair
- 7.2.6. The Bar Steward
- 7.2.7. The Senior Welfare Officer
- 7.2.8. The Sports and Societies Officer
- 7.2.9. The Arts President
- 7.2.10. The Representative Officer
- 7.2.11. Senior Environment Officer
- 7.2.12. The Senior International Students' Representative

7.3. The President, the Vice President and the Treasurer shall be full time members of SMCJCR and the Union

7.4. The President and Vice President should live in college, at least for the majority of their term in office.

7.5. The Executive Committee shall make appropriate reports to JCR meetings in order to assure the JCR that it is administering the JCR properly.

7.6. The JCR shall have an Ex-Officio Committee which is a subsidiary of the Executive Committee which will include the following officers:

- 7.6.1. The Assistant Female Welfare Officer
- 7.6.2. The Assistant Male Welfare Officer
- 7.6.3. The Assistant Welfare Officer
- 7.6.4. The Assistant Welfare Officer (Livers Out)
- 7.6.5. The Communities Officer
- 7.6.6. The Disabilities Representative
- 7.6.7. The IT Representative
- 7.6.8. The LGBT+ Representative
- 7.6.9. The Publicity and Communications Officer
- 7.6.10. The Senior Freshers' Representative
- 7.6.11. The Music Representative
- 7.6.12. The Senior Tech Officer
- 7.6.13. The Toastie Bar and Shop Manager
- 7.6.14. The Assistant Toastie Bar and Shop Manager
- 7.6.15. The Senior Post Offer Visit Day Representative
- 7.6.16. The Midsummer Ball Chair
- 7.6.17. The Ethnic Minorities' Representative
- 7.6.18. The Assistant Bar Steward
- 7.6.19. The Working Class and Low-Income Representative
- 7.6.20. Students Union Representative
- 7.6.21. Yearbook Representative

7.7. The JCR shall have an elected group of Junior Officers which will include the following officers:

- 7.7.1. The Year Abroad Representative
- 7.7.2. The Head Teikyo Representative
- 7.7.3. The Mature Students' Representative
- 7.7.4. The Chapel Representative

8. THE APPOINTMENT AND REMOVAL OF JCR OFFICERS

8.1. All JCR officers shall be elected by the JCR (with the exception of Bar Steward who requires a further interview with college staff).

8.2. All JCR officer roles shall be held by one person only, unless it is specified that more than one person may hold the role in the role description or approved by the JCR President and JCR Chair.

8.3. In all elections Re-Open Nominations (RON) shall be included as a candidate. 8.4.

Executive officers of the JCR shall be appointed using Single Transferable Voting in accordance with the rules set out by the Electoral Reform Society. An election shall be considered quorate if 20% of members have voted.

8.5. Any non-sabbatical officer of the JCR may stand down from their role by writing to the Executive Committee, this shall be reported at the next JCR meeting. **8.6.** Should an officer of the JCR be considered to have fallen short of fulfilment of the duties assigned to them, a quorate JCR meeting may agree a motion of censure against that office, following the usual procedure for a motion.

8.7. Should a JCR officer continue to fall short of fulfilment of the duties assigned to them following a motion of censure, or in the event that the actions of an officer are considered to be serious misconduct, a quorate JCR meeting may agree on a motion of no confidence, conducted using the usual procedure for a motion. In the event that a motion of no confidence passes, the officer shall be required to stand down.

8.8. Any vacancy which arises shall be filled at the earliest opportunity by election following the normal procedure.

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

8.9.1. Following election their appointment shall only be valid following the signing of a contract of employment with the University

8.9.2. Sabbatical officers may resign from their post by giving written notice of one academic term to the Executive Committee and the Director of HR.

8.9.3. If a sabbatical officer is accused of committing a serious offence that falls within the University's definition of gross misconduct (as set out in the University's Disciplinary Regulation) the JCR Executive Committee will consider a motion of no confidence.

8.9.4. Should the JCR President leave office before the end of their term of office, the JCR shall appoint one or more members of the executive to fulfil their duties on a non-sabbatical basis.

9. JCR FINANCES

9.1. The JCR President has the overall responsibility for the JCR's finances and for ensuring that the JCR remains in a sound financial position.

9.2. The JCR Treasurer shall be responsible to the JCR President for the financial transactions of the JCR and shall advise the JCR President and the Executive Committee on financial matters. The treasurer shall be responsible for the preparation of the JCR budget and accounts and for liaising with the College Accounts Team.

9.3. The JCR President and JCR Treasurer shall be responsible for setting up a Finance Committee for the academic year. The purpose of the Committee shall be:

9.3.1. To ensure the JCR account is monitored suitably

9.3.2. To ensure any use of JCR money for large scale investments or JCR Events is appropriate

9.3.3. To ensure fair allocation of budgets to clubs, societies, committees and other

JCR **9.3.4.** members who have access to funds within the JCR account. Finance Committee shall be jointly responsible for presenting all JCR budgets and accounts.

Budgets

and accounts must be approved by Finance Committee in order to be presented to the JCR

9.3.5. To convey decisions on expenditure to the wider JCR with appropriate transparency and clarity through means such as a JCR Meeting or a Statement **9.3.6.**

Membership of the Finance Committee shall consist of JCR Executive and non Executive members:

a) The executive committee members shall consist of the JCR President,

Treasurer, JCR Vice President, JCR Chair, Sports Officer, Societies Officer, Social Chair(s), and Assistant Treasurer.

b) The non-executive committee members shall consist of three representatives from the student body of JCR members. They shall be selected following a process of application and then an interview with the JCR President, Treasurer, and Chair. The applicants will serve on the committee for one academic

c) All members shall have a voting right, and decisions will be made by a straight majority vote, provided the quorate of 50% plus one member is reached. The JCR Chair shall abstain from voting and only in the event of a tie shall cast the deciding vote.

9.3.7. All decisions of the Finance Committee are subject to usual appeals processes through a further Finance Committee meeting, Executive Committee meeting, or JCR Meeting.

9.4. Other Officers may be delegated specific financial responsibilities. Their work will be overseen by the Treasurer and the President.

10. APPEALS AND COMPLAINTS

10.1. The JCR is committed to resolving issues without recourse to formal proceedings wherever reasonable. Appropriate confidentiality will be maintained at all times. 10.2. Members of the JCR are therefore expected in normal circumstances to discuss, and where possible resolve, any issues of dissatisfaction relating to a decision of the JCR Executive Committee (or one of its officers) with the relevant individuals in the first instance. Where this is not possible, or the JCR member remains dissatisfied following such a discussion, members should, if they have not already done so, discuss the matter on an informal basis with the JCR President or the JCR Chair. Should the officer in question be the JCR President or JCR Chair, the procedure laid out in 10.4 shall be followed.

10.3. Any matter which may represent a criminal act shall be reported by the JCR President or JCR Chair to the Head of College.

APPEALING A DECISION OF THE JCR EXECUTIVE COMMITTEE

10.4. Following informal discussions, if a member of the JCR remains dissatisfied and wishes to appeal against a decision of the JCR Executive Committee (or one of its officers) they may write to the JCR Chair and request the decision be considered at a JCR meeting through a formal Question of Officer asked to the relevant Officer. Following this, the procedure laid out in 8.5 regarding a Motion of Censure and a Motion of No Confidence shall be followed.

10.5. Following consideration by the JCR, should a member consider that the final decision of the JCR unfairly disadvantages a member or group of members they may raise the matter in writing with the Head of the College, who shall take reasonable steps to resolve the matter. Should this not prove possible, the matter will be referred to the College Advisory Board for final resolution.

ALLEGED MISCONDUCT BY A JCR MEMBER

10.6. Following informal discussions, if a member considers that there has been misconduct in JCR activities by a member or members of the JCR the matter should

be discussed with either the JCR President or the JCR Chair. The JCR President or Chair may consult with the JCR Executive Committee if this is considered by the JCR President or JCR Chair to be an appropriate course of action.

10.7. Where the JCR President or JCR Chair determine that a breach of JCR Standing Order or policy has occurred they shall implement an appropriate remedy, consulting with the Executive Committee where appropriate.

10.8. Where the JCR President or JCR Chair consider that the misconduct may

represent a breach of College or University Regulations, the matter shall be raised in writing with the Head of College who shall take appropriate action.

ALLEGED MISCONDUCT BY THE JCR PRESIDENT

- 10.9. Following informal discussions, if a member considers that there has been misconduct by the JCR President the matter should be discussed with the JCR Chair who shall consult with the JCR Executive Committee (other than the President).
- 10.10. Where more than one member of the JCR Executive Committee considers that there may be a case of misconduct by the JCR President, the matter shall be discussed with the Head of College.
- 10.11. Following discussion with the Head of College, if the JCR Executive consider that there has been misconduct, but that misconduct falls short of gross misconduct as defined by the University Regulations, the Executive Committee shall implement an appropriate remedy and report this to the JCR. This may include a Motion of No Confidence in the JCR President.
- 10.12. Following discussion with the Head of College, if the JCR Executive consider that there has been gross misconduct as defined by the University Regulations the JCR shall have a Motion of No Confidence in the JCR President.

OPERATIONAL STANDING ORDERS FOR THE ST MARY'S COLLEGE JUNIOR COMMON ROOM, UNIVERSITY OF DURHAM

11. JCR MEETINGS

11.1. Attendance

- 11.1.1. All full-time first year undergraduate members who live in college are required to attend. Those who cannot attend should submit their apologies to the JCR Chair via email (jcrapologies@gmail.com) by midday on the day of the meeting.
- 11.1.2. All other full-time members of the JCR, as well as Honorary Life Members, may attend.
- 11.1.3. Other individuals who are not members of the JCR may only attend and speak at the invitation of the JCR Chair.

11.2. Procedure to convene a JCR meeting:

- 11.2.1. JCR Meetings shall be called three times in Michaelmas and Epiphany terms and twice in Easter term.
- 11.2.2. The dates for these meetings should be provided in the College Calendar.
- 11.2.3. At least one week's notice shall be given of such a meeting.
- 11.2.4. Any members who wish to propose a motion should do so 24 hours before the meeting by contacting the JCR Chair.
- 11.2.5. The agenda should be sent out by midday on the day of the meeting.
- 11.2.6. Members may submit Questions of Officers which should be submitted in writing to the JCR Chair by midday on the day of the meeting. Questions must be signed although the author may remain anonymous in the meeting if the member so wishes.
- 11.2.7. An Emergency Meeting can be called by the JCR President, the JCR Chair or upon written request of 15% of the full-time members of the JCR. 24 hours' notice must be given of such a meeting. Decisions made at an inquorate meeting of the JCR shall not take effect unless and until ratified by the next quorate meeting.

- 11.2.8. Meetings shall be held in a place convenient to the majority of the membership.

11.3. Procedure at Meetings

- 11.3.1. Gowns should be worn by everyone at all JCR Meetings unless exempt at the discretion of the JCR Chair.
- 11.3.2. The JCR Chair shall chair the meeting. The Chair is responsible for making

sure that everyone in the JCR can understand what is going on during the meetings, and that meetings are conducted fairly.

11.3.3. The JCR Vice President shall be responsible for live streaming the JCR Meeting through the Facebook Page, but must disable comments and delete the stream by the end of the day of the meeting. A full video recording of the Meeting shall be captured and uploaded to the JCR Meeting account on YouTube, providing consent of candidates speaking.

11.3.4. The JCR meetings should generally follow this procedure: a) The minutes of the last meeting should be passed as accurate and correct b) Any matters arising should be considered
c) Any motions that have been submitted should be considered
d) Any Questions of Officers should be read out
e) JCR Announcements should be made
f) Husts for upcoming elections should take place
g) 'AOB' (Any Other Business)

11.4. Motions

11.4.1. All motions need to be submitted to the Chair at least 24 hours before the meeting, apart from Procedural Motions, which are proposed during the meeting.

11.4.2. No new motion may be passed under 'AOB'.

11.4.3. All motions must be proposed and seconded by individual members of the JCR.

11.4.4. Any two members of the JCR may propose and second a procedural motion at any point during a JCR Meeting. The following procedural motions are allowed, and must be considered and voted upon immediately:

a) A motion that the Chair be vacated by its current occupant (If this proposal relates only to a specific item of business, the Chair may accede to it without a vote)

b) A challenge to a ruling by the Chair

c) A motion to suspend any part of the constitution capable of suspension **d)** A motion to postpone or adjourn the matter to a later specified meeting **e)** A motion to move to a vote. If carried, there shall be the opportunity for one speech for and one speech against the motion or the amendment under discussion before a vote is taken

f) A motion to take the question in parts. The mover must state exactly how the vote is to be taken

g) A motion that the question not be put

h) A motion that a ballot be taken

i) A motion to refer the matter to a Committee for investigation and report.

j) A motion to rearrange the agenda

11.4.5. The procedure for considering a procedural motion should be as follows: a) The proposer shall verbally present a motion at the JCR Meeting, when called upon by the Chair.

b) The Chair will then ask if anyone at the meeting has any questions about the motion for the proposer and the seconder to answer. All questions should be put through the Chair.

c) If there is no formal opposition to the motion that it should be passed 'by general aye'

d) If there is some opposition to the motion then it should be passed by a show of hands, by those who are for the motion, those who are against the motion, and by those who abstain.

11.4.5. Motions may use any binary or multiple mutually exclusive option when voted upon.

11.5. After the meeting

11.5.1. The minutes from the meeting should be posted on the SMCJCR website as soon as possible after the meeting by the JCR Vice President. The full video recording of the meeting shall be uploaded to the JCR Meeting account on YouTube, with commenting disabled.

12. ELECTION PROCEDURES

12.1. The elections should take place as listed in the schedule in the Standing Orders, but this is subject to alteration at the discretion of the JCR President and JCR Chair.

12.2. Nominations

12.2.1. The Chair will advertise the elections at least 1 week before nominations close.

12.2.2. Nominations will close at 8pm on the Tuesday of the week of the election.

12.2.3. Candidates wishing to put themselves forward for an election must be a full time member of the JCR.

12.2.4. Candidates should be proposed and seconded by full time members of the JCR, but they should not be current members of the Executive Committee or Ex Officio Committee of the JCR or have held a position in the Executive Committee or Ex-Officio Committees in that academic year. No JCR member may propose or second more than one candidate in any one election cycle.

12.2.5 If a member of the JCR wants to run a campaign for RON, they can inform the JCR Chair after the other candidates' bogsheets have been shared and before the JCR meeting. The process for a RON campaign is outlined in sections 12.4 and 12.7.

12.3. Canvassing and Bogsheets

12.3.1. Canvassing shall take place in the week leading up to the election, candidates for Executive Committee roles are required to canvass 20% of the JCR, at present deemed to be 160 members.

12.3.2. Candidates can display 50 x A4 bogsheets around college during the canvassing period. These should be checked by the JCR President and the JCR Chair, who will sign off the correct bogsheets. Only signed copies should be displayed.

12.3.3. For as long as it is deemed necessary by the JCR Chair, canvassing will not occur during the COVID-19 pandemic. Therefore, there is no requirement for candidates for Executive Committee roles to gain signatures of 20% of the JCR.

12.3.4. Before every JCR Meeting, the Chair will consider the requirement in 12.3.3, and at the earliest possible opportunity (when it is deemed safe for candidates to interact freely in-person with students) will bypass this provision, reinstating canvassing on a meeting-by-meeting basis.

12.3.5. If the COVID-19 pandemic continues up to and beyond the end of the 2020-21 academic year, the Chair at the end of each academic year should consider whether the provisions in 12.3.3-5 are still necessary. If it is deemed that COVID 19 is no longer a current issue, these provisions will be removed entirely.

12.4. Campaigning on Social Media

12.4.1. Candidates running for JCR positions shall be allowed to campaign on social media outlets.

12.4.2. Online campaigning by candidates should be only on the Mary's Facebook group (the group for all Mary's students from that academic year e.g. <https://www.facebook.com/groups/stmarysfreshers22>).

12.4.3. All posts by candidates should be on free, open forums.

12.4.4. Mailing lists and private Facebook groups must not be used by the candidates.

12.4.5. YouTube and homemade videos should not be allowed as they require a certain budget which would be unfair on certain candidates.

12.4.6. Current members of the JCR Executive Committee are not allowed to participate in any candidate's campaign. All other members of the college's JCR are able to participate, comment on, 'like' or create content for the social media campaigning of the candidates. Members who participate who are not a candidate are considered to be on a candidate's "campaign team". A campaign team member could still see a candidate receive sanctions if the campaign team member breaches election rules, subject to section 12.14.

- 12.4.7.** If a JCR member is caught pretending to be on a candidate's campaign team to deliberately try to disqualify them, the JCR member will no longer be allowed to run in JCR elections, will receive a public sanction and be banned from all JCR events.
- 12.4.8.** All campaigning must remain positive and anything deemed negative by the JCR chair will be deleted. This includes campaigning on behalf of someone else and leaving comments/reactions.
- 12.4.9.** Any infringement of election rules will lead to sanctions outlined in section 12.14.

12.5. Hustings and Questions

- 12.5.1.** Candidates will be required to hust at a JCR meeting at the end of the canvassing period.
- 12.5.2.** Husts should be a maximum of 3 minutes long. Husts for the role of JCR President can be up to 10 minutes long.
- 12.5.3.** The time for questioning should be the maximum of the equivalent of 3 minutes per person standing for the election.
- 12.5.4.** Questions asked during the set time for questions should be asked of all candidates, not of a particular candidate, and the order in which they answer questions should be reversed after each question. Since RON is always a candidate, any member of the JCR should be able to answer questions asked.
- 12.5.5.** At the time that bogsheets are published, the JCR Chair shall share a Google Form for questions directed towards specific candidates' Bogsheet. This form will remain open until noon on the day of the JCR meeting, at which point the JCR Chair, the JCR President, and the current holder of the role up for election will decide upon three questions per candidate or the minimum number asked of any candidate (i.e. if one candidate receives two questions, then all other candidates shall be asked two questions). For the election of JCR President, the number of questions can be a maximum of seven per candidate rather than three.
- 12.5.6.** Questions of boghseets submitted via the Google Form shall be asked of candidates immediately following their hust while any other candidates for the role are outside of the room.
- 12.5.7.** The procedure for the resignation and removal of officers is laid out in section 8 of the permanent standing orders.
- 12.5.8.** There will be no mention of opposition candidates or elected members of the JCR during the husts.

12.6. Manifestos and Online Voting Pages

- 12.6.1.** Candidates will have an opportunity to provide a short manifesto (max. 250 words) and a profile photo which will be attached to their online voting page for reference when voting.
- 12.6.2.** The manifesto and profile photo must be submitted to the JCR Chair 24 hours before the start of the JCR Meeting by the latest.

12.7. Re-opening Nominations

- 12.7.1.** If no one stands for the position or if a candidate fails to achieve the quota then the position shall be re-opened at the next available opportunity.
- 12.7.2.** The JCR President should take over any roles not filled or they should be delegated within the JCR Executive Committee.
- 12.7.3.** A member of the JCR may officially campaign on behalf of RON on social media if they inform the JCR Chair. Any campaign materials for RON must be approved by the JCR President and JCR Chair and should be passed to the Assistant Chair to post (so the JCR member can remain anonymous).
- 12.7.4.** If the campaign for RON breaks the election rules laid out in 12.4 or the JCR Chair and JCR President agree that the campaign has broken other rules in the standing orders, RON will be treated like any human candidate and will lead to a result outlined in section 12.14.
- 12.7.5.** If no member of the JCR has run an official campaign for RON and if there is only one candidate versus RON, then the human candidate should be required to get 70% or more of the votes. Otherwise, RON will require to be elected like any other candidate.

12.8. Voting

12.8.1. There shall be a Re-Open Nominations (RON) option in all elections. **12.8.2.** Voting shall be by STV (Single Transferable Vote) and voting should be done online.

12.8.3. The turn-out for these elections should be at least 20% of the JCR. **12.8.4.** If there is only one candidate versus RON then the human candidate should be required to get 70% of the votes.

12.8.5. Only one candidate may be elected per position, except where otherwise stated by the JCR Chair and JCR President

12.8.6. Should the turn-out for elections be less than 20% of the JCR, a procedural motion should be put forward at the next meeting to ratify the results of the election and make them official.

12.9. Ex-Officio Officers

12.9.1. The nomination of Ex-Officio Officers should be in the same format as the Executive Officers.

12.9.2. Ex-Officio officers are only required to produce bogsheets and hust at meetings following the same procedure as the Executive Officers.

12.9.3. They shall be elected following the same procedure as the Executive Officers.

12.10. Junior Officers

12.10.1. The JCR Junior Officers shall be elected according to the process outlined above with the omission of bog-sheets and canvassing.

12.11. Other officers of the JCR or members of committees **12.11.1.** Shall be appointed by written application and/or interview. **12.11.2.** The composition of this interview panel, and the panel for any preceding written

application, should follow 12.12 and 12.13 unless otherwise detailed in the role description of the responsible elected Officer.

12.12. Written Application Procedure:

12.12.1. The deadline for applications must be advertised by email at least one week before they take place.

12.12.2. Written applications will require candidates to answer at least three standard questions.

12.12.3. Two people shall sit on the panel to assess the applications. The head of the committee and the President or the Vice President of the JCR. The head of the committee will hold the power to decide who is and is not appointed and if relevant, invited to interview. The President or Vice President is there to assist in the reading of the applications and provide a second opinion.

12.12.4. The panel shall decide the criteria that the candidates shall be judged by beforehand.

12.13. Interview Procedure:

12.13.1. The interviews must be advertised by email at least one week before they take place.

1. Ordinarily, three people shall sit on the interview panel. These should be the head of the committee, the JCR President, and the JCR Chair (or Assistant Chair). 2. At the President's discretion, they may appoint an elected JCR Officer to attend in their place.

3. In cases in which the head of the committee is not an elected JCR Officer (e.g. a Winter Ball committee), the President may deem that the panel can consist of only the Chair and the head of the committee. This decision rests only with the President.

4. The head of the committee will hold the power to decide who is and is not appointed. The President or Vice President is there to assist in the interviews and provide a second opinion for the head of the committee. The Chair is there to ensure that the interview process is non-discriminatory and impartial, and to ensure that interview procedure and decision criteria are followed, but may be consulted for advice at the head of the committee's discretion.

5. The panel should ask the candidates at least three standard questions. 6. The panel shall decide the criteria that the candidates shall be judged by before the interview.

12.14. Election Sanctions

12.14.1. Any JCR member who wishes to make a complaint about a campaign or candidate should do so, in writing or via email, to the JCR Chair.

12.14.2. Any member of the JCR Exec may raise an issue directly to the JCR Chair and JCR President to investigate should they witness or hear a breach of election rules.

12.14.3. The JCR Chair shall then convene a meeting with the JCR executive [OR DEMOCRACY COMMITTEE] to discuss the matter and sanction any campaign.

12.14.4. The available methods to sanction a campaign are:

- Reprimand - the JCR Chair may officially reprimand the candidate for breaching the rules.
- Docking of votes - some of the candidate's votes may be docked, up to a maximum of 30% of their total vote. If docking of votes leads to a change in the elected candidate, the election must be void and re-run, omitting the sanctioned candidate at the discretion of the JCR Chair and President.
- Disqualification - the candidate is removed from the election and all votes are reallocated via STV.
- Limit to campaign - the candidate may be banned from campaigning on social media, or bogsheets may be removed.
- Publicity - publicly announcing the clear breach of election rules on Mary's social media or by any other reasonable means, including any other sanctions applied to the rules breach.

12.14.5. An election can be declared void if up to two thirds of the JCR Core Executive [OR DEMOCRACY COMMITTEE] agree in a meeting at any point up to the commencement of the elected candidate's term of office. This can be done while before the closing of voting during a meeting of the core executive [OR DEMOCRACY COMMITTEE].

12.14.6. An election can be declared void after the results of the election have been published in exceptional circumstances, which might include but are not limited to:

- Evidence of misconduct by a candidate and/or a campaign team member of the declaration of results.
- Evidence of interference of a JCR Officer member in the election.
- Evidence of misconduct of a JCR Officer member that is relevant to the election.
- Campaigning by any individual which is not permitted by the standing orders.
- A considerable lack of access to the method of voting (e.g. if the online voting form fails).

12.14.7. If an election is declared null and void, nominations should be re-opened at hustings be re-held at the next JCR meeting. The JCR Chair and JCR President [OR DEMOCRACY COMMITTEE] may agree to disqualify candidates from the re-run election on the grounds of their misconduct in the null and void election, following standard procedure for sanctioning candidates.

2. SCHEDULES

2.1. There shall be a practice JCR meeting on the final Sunday of Induction Week.

2.2. The Schedule for the first meeting of Michaelmas term should be: **2.2.1.**

Yearbook Representative, Music Representative and any vacant roles rolling over from the previous

year which the JCR President and JCR Chair jointly decide would be beneficial and plausible to fill.

2.3. The Schedule for the second meeting of Michaelmas term should be:

2.3.1. Ethnic Minorities Representative, Development Officer

2.4. The Schedule for the third meeting of Michaelmas term should be:

2.4.1. Senior Post Offer Visit Day Representative, Working Class and Low-Income Representative,

2.5. The Schedule for the first meeting of Epiphany term should be:

2.5.1. JCR President, Senior Welfare Officer, Students' Union Representative, Midsummer Ball Chair, Head Teikyo Representative.

2.6. The Schedule for the second meeting of Epiphany term should be: **2.6.1.** JCR Chair, JCR Vice President, Arts President, Bar Steward, Senior Freshers' Representative, Toastie Bar and Shop Manager, Communities Officer

2.7. The Schedule for the third meeting of Epiphany term should be: **2.7.1.** Treasurer, Social Chair, International Students' Representatives, Senior Environment Officer, Senior Tech Officer

2.8. The Schedule for the first meeting of Easter term should be: **2.8.1.** Sports and Societies Officer, LGBT+ Representative, Disabilities Representative, Assistant Male, Female and Gender-neutral WAM Officer, Livers' Out Representative, Publicity and Communications Officer

2.9. The Schedule for the second meeting of Easter term should be: **2.9.1.** IT Representative, Mature Students' Representative, Chapel Representative, Year Abroad Representative, Representative Officer

3. OFFICER DUTIES

3.1. There shall be a JCR President who shall:

3.1.1. Sign a written contract on their first day of employment outlining the terms and conditions of their employment and pay. The contract may be terminated as outlined in point 13 of the Contract.

3.1.2. Promote the well-being of the College community and performance of all such duties should be consistent with this as well as promoting the appeal of St Mary's College to student applicants.

3.1.3. Represent the interests of the JCR membership to the College Advisory Board of St. Mary's College.

3.1.4. Represent the interests of the JCR membership to any relevant Sub-Committee of the College Advisory Board of SMC.

3.1.5. Represent the interest of the JCR membership at any meetings of Presidents' Committee.

3.1.6. Represent the interests of the JCR membership to College Advisory Board at regular meetings and assist College Officers with administrative tasks agreed between the President and the College Officers related to the JCR.

3.1.7. Report regularly to the JCR Executive Committee, College Principal, and Vice Principal.

3.1.8. Give a President's Report highlighting how the President is representing students. This includes at all the aforementioned Committees, with particular emphasis on President's Committee and Students' Union issues.

3.1.9. Have overall responsibility for the financial matters of the JCR. **3.1.10.** Agree to participate in suitable training as may be deemed necessary for the better performance of their duties.

3.1.11. Be readily available to all students within reason.

3.1.12. Be tech trained in order to be able to assist with tech set-up for events if and when needed.

3.1.13. Be Nightline-trained for the benefit of themselves and the JCR, or else they must have the intent to undergo this training at the earliest possible opportunity. **3.1.14.** Be entitled to free entry (paid by the JCR) to the following social events in College:

1. Formals

2. Michaelmas Dinner

3. Winter Ball

4. Masquerade Ball

5. Midsummer Ball

6. Mary's Day

- 3.1.15. Be responsible for organising President's Guest Night and End of Exams Formal.
- 3.1.16. Produce a handover document during their final month of office highlighting what has been achieved and noting lessons for the future for the incoming President.
- 3.1.17. The outgoing President shall write a report for the AGM of St Mary's College Society prior to finishing their term of office.
- 3.1.18. Sit as an ex-officio member on all JCR and College Committees and actively participating in their role as far as possible.
- 3.1.19. Candidates may be from any year, non-finalists require a letter of support from their department. Finalists may also stand to hold the post immediately after their graduation.
- 3.1.20. There will be a handover period in the final July of the outgoing President's tenure in which the incoming President will shadow the outgoing and be briefed on the handover document as mentioned in 14.1.15. This duration of this period is up to the discretion of the President and President elect involved.
- 3.1.21. Produce an ESG Report whilst in office in collaboration with the VP.

3.2. There shall be a JCR Vice President who shall:

- 3.2.1. Assist and deputise for the President in all matters.
- 3.2.2. Work with the President in promoting the interests of all JCR activities.
- 3.2.3. Be responsible for supervising JCR security, in liaison with College staff.
- 3.2.4. Chair the Food and House Committee, including uploading the college food menu daily through social media forums.
- 3.2.5. Have an advisory role on the Mary's Day Committee.
- 3.2.6. Meet fortnightly (except during exams) with the Operations Manager.
- 3.2.7. Assist with interviews for JCR roles where required by the Standing Orders.
- 3.2.8. Be responsible for the organisation of the Michaelmas Dinner.
- 3.2.9. Fetch the Senior Common Room for the start of every Formal. If the Vice President is not present, this role shall be handed to one of the social chairs.
- 3.2.10. Be responsible for the creation of minutes for and the live streaming of the JCR Meetings according to 11.3.3.
- 3.2.11. Chair the College Tour Committee.
- 3.2.12. Be tech trained in order to be able to assist with tech set-up for events if and when needed.
- 3.2.13. The handover of this role is at the end of the academic year.

3.3. There shall be a JCR Treasurer who shall:

- 3.3.1. Keep the JCR accounts and manage the financial transactions of the JCR.
- 3.3.2. Supervise the financial matters of the JCR sub-committees and societies. She/he shall have the power to request the production of relevant documents within reasonable notice. She/he shall audit these accounts at least once per term.
- 3.3.3. Meet regularly with the Finance Officer assigned to oversee DSO finance.
- 3.3.4. Keep the JCR informed of its financial position.
- 3.3.5. Be responsible for the levy and collection of all JCR fines.
- 3.3.6. Should they choose to live out they shall have access to an office and lockable storage to allow them to fulfil their role.
- 3.3.7. The Treasurer should have the help of an Assistant Treasurer, a Junior Officer role, who will assist the Treasurer with preparing termly financial reporting statements to present during the third JCR Meeting of each term, as well as the start-of-year and end-of-year JCR budgets. They will also automatically sit on Arts Committee and

SocCom, acting as a liaison between the Treasurer and these committees.

3.3.8. Alongside the JCR President, the Treasurer shall present a budget with the support of the finance committee at a JCR Meeting in Michaelmas Term.

3.3.9. The incoming officer has the remainder of the year following their election to receive the necessary training and to shadow and assist the outgoing treasurer before taking full responsibility for the role at the start of the next academic year.

3.4. There shall be a JCR Chair who shall:

3.4.1. Not have the right to vote in any JCR election unless there is a tie, when they shall hold the casting vote.

3.4.2. Convene all JCR Meetings of the JCR.

3.4.3. Chair JCR meetings impartially. They shall vacate the chair should the discussion concern their position and they shall appoint a member of the JCR Executive Committee to take the chair.

3.4.4. Impartially update the Standing Orders when required by a motion passed by the JCR or according to section 14.4.10.

3.4.5. Ensure that all debate during JCR Meetings is clear, relevant to the point being voted upon and does not go on for an excessive length of time.

3.4.6. Advertise JCR Meetings in a manner that enables as many members as possible to gain knowledge of them.

3.4.7. Receive apologies for all JCR Meetings.

3.4.8. Be responsible for the organisation of all JCR elections.

3.4.9. Attend any training offered to the Executive Committee.

3.4.10. At their discretion, take "Chair Person's Action" in order to amend the Standing Orders as necessary when sections lapse, additions are made or there are errors. This shall be done with complete impartiality as an administrative task only and not in any way affect the meaning or purpose of the Standing Orders being altered. The Chair must inform the JCR of any changes made at the next JCR meeting.

3.4.11. Form agendas for JCR meetings and arrange the distribution of them at least 24 hours before an ordinary meeting.

3.4.12. Sit as an impartial advisor on interview panels for JCR Committees. **3.4.13.**

Once during their term of office, produce a document detailing the changes made to the JCR Constitution and Standing Orders for College Council. **3.4.14.** Should no Chair be elected, or should the Chair not be present at a JCR Meeting, then a member of the Executive Committee shall chair the meeting or, should no member of the Executive Committee be available, the meeting shall elect a Chair from its membership.

3.4.15. The incoming holder of the role shall begin their tenure for the first meeting in Easter term, with Easter term representing a handover period.

3.5. There shall be a JCR Bar Steward who shall:

3.5.1. Represent the bars at University and College level and attend all relevant meetings.

3.5.2. Liaise with the Food and Beverages Services Manager in the running of the bar. **3.5.3.** Oversee internally elected positions on Bars Committee.

3.5.4. Be responsible for the publicity and promotion of the Bar.

3.5.5. Liaise with the Food and Beverages Services Manager for the hiring of new staff.

3.5.6. Automatically be a part of the Post-Offer Visit Day Team and be present in Induction Week

3.5.7. Easter term shall represent a handover period whereby the responsibilities will be slowly transferred to the incoming Bar Steward; the incoming Steward holds full responsibility.

3.5.8. Be responsible for promoting Active Bystander Training and engagement within the Bar Staff

3.6. There shall be a Students' Union Representative who shall: 3.6.1.

Communicate all Union matters to the JCR membership by ensuring that all Union

posters and relevant information are adequately communicated to the JCR. **3.6.2.** Hold

a voting card at Union Assembly.

3.6.3. Make SMCJCR aware of the position taken on issues and votes at Union Assembly.

3.6.4. Chair the Students' Union committee

3.6.5. Organise and attend all of the college University Challenge

events **3.6.6.** The role will be taken over immediately following election.

3.7. There shall be a Social Chair who shall:

3.7.1. Be responsible for overseeing the organisation of the following events (and also entitled to free entry to these)

1. Formals

2. Informal's

3. Michaelmas Dinner

4. Winter Ball

3.7.2. Be ultimately responsible for the efficient operation of events. **3.7.3.** Hold the

role of Midsummer Ball Advisor on the Midsummer Ball Committee. **3.7.4.** Hold the position of Midsummer Ball Chair, if this position fails to be filled by the third meeting of Epiphany term.

3.7.5. Interview applicants for positions on the Social Committee Executive Committee, who will assist in the running of events throughout the year. General committee members can join the Social Committee without an application or interview. Positions available are at the discretion of the Social Chair, but it is recommended that they include:

1. Vice Social Chair (if the role of the Social Chair is being filled by one individual) 2.

Formals Secretary

3. Winter Ball Secretary

4. Events Manager

5. Treasurer

6. Secretary

3.7.6. Coordinate the set-up of formals with the help of the Formal Secretary as well as using, wherever possible, the help of general committee members who will receive priority for the formal.

3.7.7. Be tech trained in order to be able to assist with tech set-up for events if and when needed.

3.7.8. There may be either one or two individuals holding this position at one time.

3.7.9. There shall be a handover period in Easter term whereby incoming social chair(s) shadow outgoing social chair(s).

3.8. There shall be a Senior Welfare Officer who shall:

3.8.1. Share the responsibility of chairing all meeting of the Welfare

Committee **3.8.2.** Be responsible for the co-ordination of welfare campaigns in

SMC. **3.8.3.** Ensure that up to date regarding welfare issues is available in

college. **3.8.4.** Respond to welfare issues arising within SMCJCR.

3.8.5. Provide a link between College and Union welfare services.

3.8.6. Host at least one drop-in per week.

3.8.7. Have attended Nightline training before holding any drop-ins. **3.8.8.** Be available for a minimum of 5 hours of office hours per week to be divided between the Officers and their Assistants as appropriate.

3.8.9. Shall arrange with the welfare assistants' regular office hours a rota for drop in hours.

3.8.10. Shall organise the 'Burst out of the bubble' events that happen termly.

3.8.11. Once the outgoing holder of the role is satisfied that the incoming holder has been sufficiently trained (including Nightline training) then the handover can be completed. This could be as early as the beginning of Easter term but must be complete by the start of the next academic year.

3.9. There shall be four assistant welfare officers on the ex-officio committee.

These shall fulfil the roles of: Assistant Female Welfare Officer; Assistant Male Welfare Officer; Assistant Welfare Officer (Livers Out); Assistant Welfare Officer.

The four Assistant Welfare Officers shall:

- 3.9.1. Assist and support the Welfare officers in the duties listed above 3.9.2. Host at least one drop-in per week.
- 3.9.3. Have attended Nightline training before holding any drop-ins. 3.9.4. Be available for a minimum of 5 hours of office hours per week to be divided between the Officers and their Assistants as appropriate.
- 3.9.5. The incoming holders of these roles shall take over immediately following election. **The Assistant Welfare Officer (Livers Out) shall:**
- 3.9.6. Provide drop-ins outside of college
- 3.9.7. Represent the wishes and opinions of the Livers Out to the Senior Welfare Officer
- 3.9.8. Provide the Livers Out with regular information on issues that are central in College.
- 3.9.9. Working with the Students' Union to help students to find safe lodging and to organise an Accommodation Roadshow during the Michaelmas Term and make students aware of services provided by the Students' Union.
- 3.9.10. Ensure that they are liaising with the Social Chair to ensure that social events are inclusive of livers out
- 3.9.11. The incoming holder of the role shall take over immediately following election.

3.10. There shall be an International Students Representative who shall: 3.10.1.

Oversee the welcoming of international students to St. Mary's College and ensure their wellbeing throughout the year.

- 3.10.2. Will work in a team of themselves, the Senior Freshers' Rep, and the JCR President to organise and run Induction Week.
- 3.10.3. Undergo Nightline training at the earliest available time after being elected.
- 3.10.4. Liaise with the Teikyo Representatives.
- 3.10.5. Shall organise the International Food Festival.
- 3.10.6. Shall head the International Committee.
- 3.10.7. The incoming holder of the role shall take over immediately following election.

3.11. There shall be a Midsummer Ball Chair who shall:

- 3.11.1. Be ultimately responsible for the Midsummer Ball.
- 3.11.2. Organise Ball Committee meetings.
- 3.11.3. Ensure co-ordination between all committee members.
- 3.11.4. Interview for the following positions:
 - 1. Treasurer
 - 2. Head of Publicity
 - 3. Head of Food and Drinks
 - 4. Head of Ents
 - 5. Head of Decor
 - 6. Head of Music
 - 7. Secretary
 - 8. Ordinary members
- 3.11.5. The outgoing Social Chair shall have a seat on the Midsummer Ball Executive Committee as Midsummer Ball Advisor.
- 3.11.6. The incoming holder of the role shall take over immediately following election.
- 3.12. **There shall be a Senior Freshers' Representative who shall: 3.12.1.** Will work in a team alongside the International Students' Representative, the JCR President, the Frep Team, and the relevant Exec to organise and run Induction Week.
- 3.12.2. Be responsible for organising the activities and events of Induction Week to ensure swift integration into the college community, promote the college in a positive light and promote involvement.
- 3.12.3. Alongside the International Students' Representative and JCR President Elect, comply with the process given previously (anonymous written applications

followed by a supervised and unbiased interview) in order to select the number of Freshers' Representatives as decided in conjunction with College Officers.

- 3.12.4. Ensure that the relevant exec roles are included in the planning and organisation of the Induction Period (JCR Chair for the mock-JCR Meeting; Bar Manager for in-house college events; Sports Officer for Taster Sessions and Society Fair; Art's President for the Live Lounge and Taster Sessions; Treasurer for refunding the relevant Freps; Societies Officer for the Society Fair; WAM for running the Consent Workshops and creating the WAM handbook; the LGBT+ Rep for creating an LGBT+ handbook and hosting a coffee morning; the Disability Rep for working in ways to introduce themselves to the Freshers)
- 3.12.5. Ensure that Freshers' Representative roles are offered to the LGBT+ Representative, Ethnic Minorities Representative, Working Class Representative, Disabilities Representative, and Assistant WAM Officers. These roles do not need to be accepted but must be offered.
- 3.12.6. Liaise from the moment of election with the International Students Representative, JCR President and College Officers and staff to ensure the smooth running of Induction Week, this includes room-bookings and ensuring that all events follow health and safety protocol.
- 3.12.7. Be responsible for compiling the JCR Handbook.
- 3.12.8. Oversee the production of the Freshers' Week video.
- 3.12.9. Be responsible for ordering the stash for both the Freshers' and Freps.
- 3.12.10. Receive tech training in order to be able to assist with tech set-up for events during Freshers' Week.
- 3.12.11. To work within the set budget of Freshers' Week and to ensure that the Freshers' get value for money paid for in the Freshers' Week package.
- 3.12.12. Be responsible that all rooms in colleges are prepared for the arrival of the freshers, thus, overseeing and coordinating the allocation and distribution of gowns, freshers' stash, and College-related and university-related handbooks.
- 3.12.13. During Induction Period itself, work to maintain and promote the welfare of the Frep team itself, including providing two rest-breaks to each Frep and other actions to ensure the team is not overworked.
- 3.12.14. It is strongly recommended that prior to Freshers' Week that the Senior Freshers' Representative receives Nightline Training.
- 3.12.15. The incoming holder of the role shall take over immediately following election.

3.13. There shall be a Sports and Societies Officer who shall:

- 3.13.1. Attend all Team Durham Councils.
- 3.13.2. Be responsible for filling the positions of Gym Representative(s).
- 3.13.3. Fulfil the role of Sports Officer by coordinating with Team Durham and College Sport to make Mary's sport as competitive and enjoyable as possible.
- 3.13.4. Promote Team Mary's.
- 3.13.5. Act as the point of contact for all societies, including being the first point of call for anybody wishing to create or disband a society through a JCR motion.
- 3.13.6. Advertise opportunities to become involved in societies both at college and University
- 3.13.7. Set up new societies and ensure that they have members to maintain them.
- 3.13.8. Organise and run the Freshers' Fair in Induction Week.
- 3.13.9. The incoming holder of the role shall take over immediately following election.

3.14. There shall be a Senior Post-Offer Visit Day Representative who shall:

- 3.14.1. Be ultimately responsible for the running of the Post Offer Visit Days.
- 3.14.2. Be responsible for interviewing 25 open day reps.
- 3.14.3. Liaise with the Admissions Secretary and College & Principal's Secretary to ensure applicants to the College are cared for during visits to the college for purposes of open days.
- 3.14.4. The incoming holder of the role shall take over immediately following election.

3.15. There shall be an IT Representative who shall:

- 3.15.1. Be responsible for overseeing the computers within College.
- 3.15.2. Be responsible for overseeing the upkeep and maintenance of the JCR website.
- 3.15.3. Liaise with the JCR Executive Committee and College Officers and staff to ensure communication is maintained when updating information, and that the JCR's needs are met by the website
- 3.15.4. Will be the first port of call for new students to connect to Wi-Fi or any other issues that students in general may have throughout the year.
- 3.15.5. The incoming holder of the role shall take over immediately following election.

3.16. There shall be an Arts President who shall:

- 3.16.1. Be responsible in conjunction with any other officers of the Society for the day today running of the Society and shall be ultimately responsible for the Society's actions.
- 3.16.2. Work with the existing committees involved within the Arts and help support structured Arts events in Mary's and ensure co-ordination between all bodies. They shall have responsibility for Arts Week in Epiphany term and all pop-up arts events throughout the year.
- 3.16.3. Convene and Chair all meetings of the committee and set an agenda for each of the meetings.
- 3.16.4. Liaise with College over logistics and details they need to know for events.
- 3.16.5. Act as a point of contact in overseeing the running of the Fine Arts and Crafts Society
- 3.16.6. Interview applicants for positions on the Arts Society Executive Committee who will help to ensure the smooth running of Arts events across the year, supporting both the President and subsequent societies. In the event of an Exec position not being filled, the President shall distribute the duties of the position amongst the rest of the Exec members.
- 3.16.7. The positions selected are at the discretion of the Arts President but it is suggested that they include:
 - 14.1 Arts Vice President
 - 14.1 Secretary & Treasurer
 - 14.1 Events Manager (This person will normally take the role of Masquerade Ball Chair but once again this is at the discretion of the Arts President).
 - 14.1 Publicity Officer (This person will normally take the role of Head of Publicity for Masquerade Ball but this decision is made by the Publicity Officer themselves).
 - 14.1 Music Representative
- 3.16.8. Be responsible for the coordination of the Masquerade Ball in Epiphany term. The Arts President should interview candidates for both the executive and general committee, who will then share the responsibility of organising the event.
- 3.16.9. Receive tech training in order to be able to assist with tech set-up for events if and when needed.
- 3.16.10. The incoming holder of the role shall take over immediately following election.

3.17. There shall be a Senior Tech Officer who shall:

- 3.17.1. Be responsible for the upkeep of the JCR tech equipment, including keeping records of equipment and lending
- 3.17.2. Be responsible for the tech needed at every formal and event
- 3.17.3. Be responsible for running a tech committee, which must contain a number of general member's
- 3.17.4. Be entitled to free ents tickets at the following events:
 - a. Winter Ball
 - b. Masquerade Ball
- 3.17.5. Automatically be a part of the Post-Offer Visit Day Team.
- 3.17.6. The handover period for this role extends from election to the end of the academic year, or until both officers are satisfied that suitable training has been provided.
- 3.17.7. Interviewed Role (by Helen or Andrew) due to position being paid by college and the depth of responsibilities

In charge of all tech organisation, maintenance, training and safety for events and societies

3.17.8. Responsible for mentoring technicians via organising or signposting workshops for specific tech skills

3.17.9. Central position for the development of college equipment through college and university funding

3.17.10. Adapt the current JCR Tech Officer role to a JCR Tech Chair to liaise with the Senior Tech Officer in organising the technical aspects of events:

3.17.11. Purely advisory role to the JCR, liaises with Senior College Tech Officer regarding Mary's capabilities, event scale etc.

3.17.12. Decide the technical equipment wanted for events and where to source them, being conscious of event budgets and reducing ticket prices

3.17.13. Go-to role for any tech queries for the JCR

Implement a group of technicians able to operate all tech for events:

3.17.14. Paid per hour via event budgets

3.17.15. Trained by the Senior Tech Officer

3.17.16. Able to join the group once per term, constantly expanding capabilities with tech.

3.19. There shall be a Communities Officer who shall:

3.19.1. Attend weekly meeting with SCA (Student Community Action) colleges co ordinator

3.19.2. Advertise volunteering opportunities with SCA in college **3.19.3.** Co-ordinate with the development officer to advertise volunteering opportunities available outside the university.

3.19.4. Organise one-off volunteering events for members of college to partake in.

3.19.5. Chair the Communities Committee.

3.19.6. Interview for the following positions:

14.1 Events Rep (x3)

14.1 Publicity Rep

14.1 Fundraising Rep

14.1 Treasurer/ Secretary

3.19.7. Set up Mary's outreach projects

3.19.8. The incoming holder of the role shall take over immediately following election.

3.20. There shall be a Toastie Bar and Shop Manager who shall: 3.20.1.

Overseeing the facility and its general management, including stock and deliveries.

3.20.2. Attend training from the current head chef, regarding health and safety and work with them throughout the year.

3.20.3. Be responsible for the organisation of payrolls and hiring of new staff. **3.20.4.**

Be responsible for the training and welfare of all staff and the maintenance of health and safety standards amongst all staff.

3.20.5. Be responsible for coordinating with the bar steward on college events and joint running of the proposed adjacent facilities in the darts area.

3.20.6. Be responsible for the maintenance, stocking and cashing up of the college vending machine.

3.20.7. Represent the new facility in any way necessary in both College and University settings.

3.20.8. Maintain an allergens spreadsheet for all ingredients and products used and sold in the facility.

3.20.9. Oversee internally elected positions on the facilities committee, and act as its chair

3.20.10. Attend University Treasurer training

3.20.11. The handover period for this role shall be the remainder of Epiphany term, with the incoming Officer holding full responsibility come Easter term.

3.21. There shall be an Assistant Toastie and Shop Manager who shall:

- 3.21.1.** Manage the social media of the new facility.
- 3.21.2.** Assist the manager in stock maintenance and deliveries.
- 3.21.3.** Be responsible for the general running of the facility in the managers absence.
- 3.21.4.** Assist in maintenance and cashing up of the vending machine in college.
- 3.21.5.** Assist the manager with running the internal facility committee and act as it's secretary.
- 3.21.6.** Attend University Treasurer training

3.22. There shall be an Senior Environment Officer who shall:

- 3.22.1.** Organise and chair meetings of the Environment Committee
- 3.22.2.** Head the Environment Society, or be responsible for the election of a separate society President
- 3.22.3.** Attend regular Greenspace Student Environment Group (GSEG) meetings with representatives from other colleges
- 3.22.4.** Attend termly Environment meetings of college staff and other JCR Officers
- 3.22.5.** Be responsible for organising environmental events in Mary's
- 3.22.6.** Be responsible for raising awareness of environmental issues and university environmental campaigns within Mary's
- 3.22.7.** The incoming holder of the role shall take over immediately following election.

3.23. There shall be a Publicity and Communications Officer who shall:

- 3.23.1.** Manage all JCR social media.
- 3.23.2.** Be responsible for the video and t-shirt design during Induction Week
- 3.23.3.** Be responsible for t-shirt design for the Post-Offer Visit Day team.
- 3.23.4.** Be responsible for the JCR website.
- 3.23.5.** In conjunction with individual Ball committees, who may elect their own Head(s) of Publicity, be responsible for event publicity.
- 3.23.6.** Chair a Publicity Committee which will recruit designers and photographers.
- 3.23.7.** The incoming holder of the role shall take over during Easter term, which shall represent a handover period.

3.24. There shall be an LGBT+ Representative who shall:

- 3.24.1.** Be considered an established position within the JCR, elected by the JCR body
- 3.24.2.** Have the option of fulfilling their role jointly with another representative, and/or create a Committee of other interested parties should they wish.
- 3.24.3.** Recognise that LGBT+ students include, but are not limited to: gay, lesbian, bisexual, transgender, pansexual, asexual, intersex, non-binary and sexuality/gender questioning individuals. This is regardless of ethnicity, gender identity, political affiliation or religion.
- 3.24.4.** Make themselves known to the LGBT+ association and attend LGBT+ College Representative Committee a minimum of once a term. Have a duty to fulfil the role of President of the LGBT+ Association in College, and elect its Exec Committee
- 3.24.5.** Promote both the LGBT+ Association and the interests of LGBT+ students in College
- 3.24.6.** Attend an Introductory Welfare Information session provided by the Association.
- 3.24.7.** Work closely with WAM, and other JCR ratified societies should this be deemed necessary
- 3.24.8.** There may be either one or two individuals holding this position at one time.
- 3.24.9.** They may conduct drop-in sessions provided they've undergone Nightline training
- 3.24.10.** The incoming holder of the role shall take over immediately following election.

3.25. There shall be a Disabilities Representative who shall:

- 3.25.1.** Coordinate with SWDA (Students with Disabilities Association) about any

issues that may be faced in college by anyone with a disability.

3.25.2. Represent the views and issues that may arise around disability

3.25.3. They may conduct drop-in sessions provided they've undergone Nightline training

3.25.4. The incoming holder of the role shall take over immediately following election.

3.25.5 Oversee and run the St Mary's Disabled Students' Association.

3.26. There shall be an Ethnic Minorities Representative who shall: **3.26.1.**

Represent the views and issues that may arise for ethnic minority students. **3.26.2.**

They may conduct drop-in sessions provided they've undergone Nightline training

3.26.3. Be responsible for overseeing the running of the Ethnic Minorities Association in college, and act as a point of contact for wider Associations in the University **3.26.4.**

The incoming holder of the role shall take over immediately following election.

3.27. There shall be an Assistant Bar Steward who shall:

3.27.1. Help with day to day tasks and running of the Bar, assisting and deputising the Bar Steward where possible

3.27.2. Stand in the Bar Steward's Position in their absence, fulfilling their duties within the Bar and in College Meetings

3.27.3. Attend all relevant Bar Meetings with the Bar Steward and FBSM, and be present in the Bar Staff application process

3.27.4. Be responsible for promotion of the Bar and management of staff **3.27.5.** The incoming holder of the role shall take over immediately following election (at the start of Easter Term)

3.28. There shall be a Working Class and Low-Income Representative who shall: **3.28.1.**

Represent the views of JCR Members who are working class and from low-income backgrounds.

3.28.2. Help to provide access to welfare and support to those students who may require it

3.28.3. Raise issues relating to students from a working class and low-income background during meetings and consider ways to accommodate the needs of those students at college-run events

3.28.4. Raise awareness for issues that may affect working class or low-income students, especially in JCR meetings, as well as promoting initiatives to make Mary's more financially accessible

3.28.5. Liaise with the Durham Working Class Students Association when necessary

3.28.6. Help to provide safe spaces for JCR members who identify as working class

3.29. There shall be a Year Abroad Representative who shall:

3.29.1. Be a fourth-year student who has returned from their Year Abroad and will help and advise first- and second-year students with their Year Abroad plans **3.29.2.** Act as a point of contact for students currently on their Year Abroad, liaising and providing assistance on issues which may arise

3.30. There shall be a Head Teikyo Representative who shall:

3.30.1. Liaise with the Mary's Teikyo Tutor to organise integration events for the Teikyo students

3.30.2. Create a freshers' flyer for Teikyo students' information packs and aid managing the Teikyo notice board

3.30.3. Organise the language partner scheme and the sorting out of college parents for Teikyo students

3.30.4. Organise the Teikyo table for the freshers fair at St. Mary's College

3.31. There shall be a Mature Students' Representative who shall: **3.31.1.** Attend a Mature Students Association College Representative Committee a minimum of once a term

3.31.2. Promote both the Association and represent Mature Students' interests at a college

level

- 3.31.3.** Help make the college more accessible and feedback any issues affecting Mature Students to the Association Executive Committee

3.32. There shall be a Representative Officer who shall:

- 3.32.1.** Have responsibility for facilitating coordination between the Disabilities Representative, LGBT+ Representative, Working Class Representative and Ethnic Minorities Representative

- 3.32.2.** Voice the interests of these Representatives on the Core Exec **3.32.3.** Chair termly meetings with these Representatives, and feed back any arising issues to the relevant parties

- 3.32.4.** Ensure smooth communication between those Representatives and other persons within College, including the staff and the Core Exec

- 3.32.5.** Ensure smooth communication between those Representatives and the Students' Union, and the Students' Union's Welfare and Liberation Officer

3.33 There shall be a Yearbook Representative who shall:

- 3.33.1** Have the responsibility of producing a yearbook for the St Mary's students.

- 3.33.2** May form a committee to help with the producing of said yearbook, which will be responsible for the design of the book, collecting photos as well as the details and questions within.

3.34. There shall be a Development Officer who shall:

- 3.34.1** The Development Officer will oversee the JCR's engagement with alumni relations.

- 3.34.2.** They shall sit on the alumni association, St Mary's College Society, and liaise with them regarding events, fundraisers, programs, and anything else of relevance. (Pending the approval of SMCS and Emma Gray)

- 3.34.3** They will help to arrange the alumni weekend in conjunction with the Sports and Societies Officer.

- 3.34.4.** They will help fundraising for the college and charitable projects in the wider community.

- 3.34.5.** The Development Officer shall sit on a Charity Committee, led by the JCR Vice President and comprising the JCR President, JCR Chair, JCR Social Chairs, Arts President, Communities Officer, Development Officer and 3x non-exec committee members. They will choose the charity for Michaelmas Dinner and run associated events in addition to raise further money for the chosen charity.

- 3.34.6.** Collaborate with Durham's Development and Alumni Relations Office (DARO).

- 3.34.7.** Develop programs, run events and provide information to support the personal development and career goals of JCR members.

- 3.34.8.** Work with college staff to improve the Society's alumni relations, organise events and provide development opportunities.

- 3.34.9.** Identifying sponsorship opportunities.

- 3.34.10.** Work with college staff to manage the college LinkedIn page and Facebook alumni page as part of outreach

<https://www.linkedin.com/company/st-mary-s-college-durham-university/> and

<https://www.facebook.com/groups/1299290487528754>

3.35. There shall be a Music Representative who shall:

- 3.35.1.** Maintaining a positive and welcoming musical culture within the college, that aligns itself closely with the long-established principles of St Mary's College.

- 3.35.2.** Attending meetings of the Arts Society exec

- 3.35.3.** Representing and supporting the existing music groups in the college

- 3.35.4.** Organising, setting up, and running music events and socials, including Live Lounges, the Mary's Music Showcase, and Music Mixers

- 3.35.5.** Ensuring the upkeep of the Music Rooms

- 3.35.6.** Running the St Mary's Music Instagram account with the Publicity Officer of Arts Society (or other relevant members of the Arts Society Exec)

- 3.35.7** Representing Mary's on Music Durham's College Music Committee

- 3.35.8.** Collecting the views of JCR members in order to improve the music scene at Mary's

- 3.35.9.** Working closely with JCR exec members to support music within Mary's (as detailed above)

- 3.35.10.** Sitting on JCR committees relevant to the wide-ranging responsibilities of the role

3.35.11. Working with relevant College Officers to assist in the organisation of the termly Poetry and Music evenings

3.35.12. If required in an organisational or advisory function, assisting Mary's Eurovision Society in the organisation of Eurovision night, or any other society that wishes to host a musical event

3.35.13. The elected Music Representative would not be responsible for music at Halloween Carnival, Winter Ball, Masquerade Ball, Midsummer Ball, or any other event that assigns a separate committee, as this JCR believes this would take opportunity away from potential ball committee members.

3.35.14. Instead, the elected Music Rep would ensure fair treatment and payment of bands and musical acts at such events, acting as an advisory role for the Head of Music of the respective ball/event.

3.36. There shall be the following Assistant JCR Exec roles:

3.36.1. Assistant Treasurer, Assistant Chair, Assistant WAM(s), Assistant Bar Steward, Assistant Toastie Bar and shop Manager, Assistant Arts President, Assistant Social Chair

3.36.2. All Assistant roles will work with their core exec counterpart, and as such, appointment to the roles will be by interview – not election – by the JCR President, Chair and the core exec counterpart

4. COMMITTEES

4.1. There shall be the following standing committees of the JCR in which committee members are either elected by the JCR or interviewed by the associated Executive Members:

- 4.1.1.** The Executive Committee
- 4.1.2.** The Finance Committee
- 4.1.3.** The Arts Committee
- 4.1.4.** The College Colours Committee
- 4.1.5.** The Charity Committee
- 4.1.6.** The Winter Ball Committee
- 4.1.7.** The Masquerade Ball Committee
- 4.1.8.** The Mary's Day Committee
- 4.1.9.** The Midsummer Ball Committee
- 4.1.10.** The Toastie Bar and Shop Committee
- 4.1.11.** The Basement Services Committee
- 4.1.12.** The Social Committee
- 4.1.13.** The Welfare Committee
- 4.1.14.** The Sports Committee
- 4.1.15.** The Communities Committee
- 4.1.16.** The International Committee
- 4.1.17.** The Democracy Committee

4.1.17.1 Membership: JCR Chair, Assistant JCR Chair, JCR President, JCR VP, 4x non-exec members (application process)

4.1.17.2 Purpose: To keep elections fair, and to have an appeals process for people who feel that the democracy committee's decision was unfair.

4.2. The following standing committees of the JCR do not require members to undergo an interview or election:

- 4.2.1.** Tech Committee
- 4.2.2.** Photo Committee
- 4.2.3.** Bars Committee

5. CLUBS AND SOCIETIES

- 5.1. Clubs and societies shall be governed by the JCR and shall be directly responsible to the Treasurer. They shall operate under guidelines approved by the JCR at a JCR Meeting.
- 5.2. Each Society shall have a President/Chair/Captain and Treasurer who will be elected by the relevant society. The JCR Chair shall ensure that these elections are fairly and properly conducted.
- 5.3. Societies may charge membership fees.
- 5.4. Membership is restricted to paying members of the JCR
- 5.5. Each society shall present a budget to the JCR Treasurer at the start of every academic year.
- 5.6. "Performing societies" (i.e. societies that raise funds through performances and gigs, including, but not limited to, Basement Jazz, Mary's Dance, and Foot of the Hill) shall be permitted to carry the revenue they generate from performances forward. This shall be done through a process of clear communication between the JCR Treasurer and the Treasurers of the individual societies, regularly updates the JCR Treasurer following performances, and careful tracking all income and expenditure.
- 5.7. When a society is ratified, the founding members of the society should sign the Society Ratification form.
- 5.8. There shall be the following clubs and societies of the JCR:**
 - 5.8.1. Badminton
 - 5.8.2. Basketball
 - 5.8.3. Cheerleading
 - 5.8.4. Cricket
 - 5.8.5. Dance
 - 5.8.6. Darts
 - 5.8.7. Men's Football
 - 5.8.8. Women's Football
 - 5.8.9. Men's Futsal
 - 5.8.10. Hockey
 - 5.8.11. Mixed lacrosse
 - 5.8.12. Netball
 - 5.8.13. Pool
 - 5.8.14. Rounders
 - 5.8.15. Rowing
 - 5.8.16. Men's Rugby
 - 5.8.17. Women's Rugby
 - 5.8.18. Running
 - 5.8.19. Squash
 - 5.8.20. Swimming
 - 5.8.21. Table Tennis
 - 5.8.22. Tennis
 - 5.8.23. Ultimate Frisbee
 - 5.8.24. Volleyball
 - 5.8.25. Mary's Arts society
 - 5.8.26. BAM (Biology at Marys)
 - 5.8.27. Basement Jazz
 - 5.8.28. Chapel Choir
 - 5.8.29. Christian Union
 - 5.8.30. St Mary's Drama ('Foot of the Hill Drama Society')
 - 5.8.31. St Mary's Undergraduate Geography Society
 - 5.8.32. Jewish Society
 - 5.8.33. Mary's Mixed Voices
 - 5.8.34. Bee Keeping
 - 5.8.35. Intersectional Feminist Society
 - 5.8.36. Journalism Society
 - 5.8.37. Random Acts of Kindness Society

- 5.8.38. Baking Society
- 5.8.39. Environment Society
- 5.8.40. Disney Society
- 5.8.41. Karaoke Society
- 5.8.42. DESI Society
- 5.8.43. Latino Society
- 5.8.44. Yoga Society
- 5.8.45. Table Football Club
- 5.8.46. Mario Kart Society
- 5.8.47. Pub Quiz Society
- 5.8.48. Debating Society
- 5.8.49. Games Society
- 5.8.50. Vegan/Vegetarian Society
- 5.8.51. Poetry Society
- 5.8.52. Fine Arts and Crafts Society
- 5.8.53. Croquet Club
- 5.8.54. Esperanto Society
- 5.8.55. Sewing Society
- 5.8.56. Book Club
- 5.8.57. Climbing Society
- 5.8.58. Circus Society
- 5.8.59. Eurovision Society
- 5.8.60. Mindfulness Society
- 5.8.61. Cheese and Wine Society
- 5.8.62. Origami Society

5.9. Sports and Societies will be funded in the following method:

The JCR funds societies through baseline funding, historically £50 per society until the 2022/23 year, and the Additional Funds form.

All sports clubs and societies can still charge subscription charges ('subs') on e-commerce and claim money from the JCR through the Additional Funds Form, or college with the Development Fund. Principal Adrian Simpson has ringfenced increased funding for sports and societies from the college for 2023-24.

WAM will continue to receive £1500 of funding, which was increased in 2022-23 from £1000 in 2021-22.

In the inaugural year, the tiers have been chosen carefully by FinComm based on the needs and past spending of societies. The aim is to fund these societies more to enable them to charge lower subs, and consequently increase access to the societies.

As present, except for performing societies (Tier P), sports clubs and societies who do not claim all of their JCR funding entitlement will not be able to roll it over to the next year.

When new societies are ratified, they must specify whether they should be in Tier A, B, C or P. Tier B is the default category.

Tier A:

Sports clubs and societies in Tier A will receive between £50 and £1000 of funding from the JCR, out of a pool of £3000. The outgoing society president and treasurer will bid for funding in a FinComm meeting in June ahead of the next academic year. FinComm will then decide how much to award each sports club and society from the total pool, which may be increased in future years.

Tier A will comprise of:

- o Badminton
- o The Boat Club (Rowing)
- o Football (Men's)
- o Football (Women's)
- o Hockey
- o Netball
- o Rugby (Men's)
- o Games Soc

Tier B:

Sports clubs and societies in Tier B will be entitled to £50 as has been the case historically.

Tier B will comprise of:

- o Basketball
- o Climbing
- o Cricket
- o Darts
- o Frisbee
- o Lacrosse
- o Running
- o Squash
- o Swimming
- o Tennis
- o Volleyball
- o Rugby (Women's)
- o Arts Committee
- o Bake Soc
- o Cheese and Wine
- o Circus
- o Disabilities Association
- o Ethnic Minorities
- o Feminist Society
- o Fine Arts and Crafts
- o Journalism
- o LGBT+
- o Origami
- o Pub Quiz
- o Random Acts of Kindness
- o Yoga

Tier C:

Sports clubs and societies in Tier C will require no funding, but may still choose to charge subs or apply for additional funds.

Tier C will comprise of:

- o Cheerleading
- o Croquet
- o Pool
- o Rounders
- o Table Tennis
- o Biology
- o Book Club
- o Chapel Choir
- o Christian Union
- o Communities Committee

- o Environment
- o Eurovision
- o Karaoke
- o Latino Society
- o Mario Kart
- o Mindfulness
- o Mixed Voices
- o Poetry
- o Sewing
- o Vegetarian and Vegan (Veg Soc)

Tier P:

Tier P represents the special category of performing societies who earn their own money, which is kept either in the JCR bank account, or in the special case of Basement Jazz, a separate bank account. They will be entitled to £50 and may still apply for additional funds.

Tier P will comprise of:

- o Mary's Dance
- o Basement Jazz
- o Foot of the Hill Theatre Company (FHTC)

6. INDUCTION WEEK

- 6.1.** Induction week shall be organised and run by the Senior Freshers' Representative and a number of Freshers' Reps determined alongside the College Officers, known as the Freshers' Rep team
- 6.2.** There ought to be at least 7 international representatives on the team
- 6.3.** The Senior Freshers' Representative, Senior Welfare Officer, International Students' Representative and JCR President have positions on the Freshers' Rep team
- 6.4.** The Disabilities Representative, LGBT+ Representative, Working Class Representative, Ethnic Minorities Representative, and Assistant WAM Officers must be offered places on the Freshers' Rep team, but are not required to accept them.
- 6.4.1** Only one representative from each minority group should automatically receive a FREP position. In the event two individuals hold one position, only one can accept the FREP role.
- 6.5.** The remaining Junior Fresher Representatives positions are filled following an application process (application form and interview), according to 12.11 and 12.12
- 6.6.** Freshers' Reps must be available and in Durham the Sunday preceding International Induction week
- 6.7.** Freshers' Representatives must not engage in any sexual or romantic activity with a fresher or encourage any form of drinking games during or before the period of Induction Week. Freshers' Representatives must abide by college policy regarding consumption of alcohol by Freshers' Representatives. This must be clarified to the Representatives before the beginning of Induction Week.
- 6.8.** Misconduct during the week will either be dealt with by:
 - The JCR President and/or Senior Freshers' Representative
 - The Head of College (or College supporting staff in more severe cases).