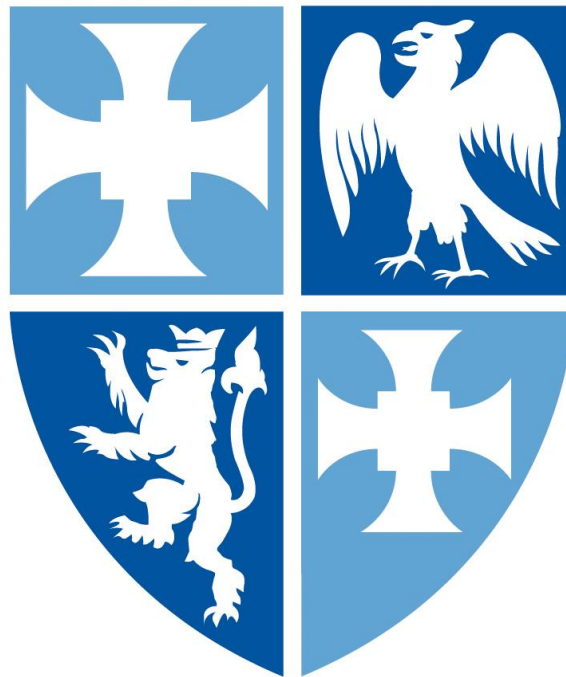


ST·JOHN'S
COLLEGE
· 1909 ·
D U R H A M

FIDES NOSTRA VICTORIA



THE CONSTITUTIONAL DOCUMENTS
OF THE
JOHN'S COMMON ROOM

Preamble

1. The name of the Common Room for all students at St John's College, Durham shall be the John's Common Room (hereafter 'the JCR'). It shall be open to all Undergraduate and Postgraduate students in Cranmer Hall, John's Hall and the Wesley Study Centre, and all Sabbatical Officers of the JCR.
2. The JCR is a Students' Union in accordance with the Education Act 1994.
3. Words importing the masculine shall include the feminine and vice versa.
4. All previous Constitutional Documents are hereby revoked. Previous resolutions of the JCR shall not be invalidated by this Constitution except insofar as they are inconsistent with its express provisions, in which case such resolutions are immediately superseded.

Definitions

In these Constitutional Documents, the following terms have these meanings.

Academic Year	the period between 1 August in one Year to 31 July in the next Year determined by the JCR as the period during which Students are required to be registered with the University of Durham;
Clear Days	in relation to a period of notice, the period excluding the day when the notice is given and the day for which it is given or on which it is to take effect;
Constitutional Documents	the Constitution, Standing Orders, Bye-Laws, Election Regulations, Sub-Committee and Society Regulations, Policy Document, Appendices and any other documents created by the JCR for the governance of the JCR;
Cranmer Hall	the division of St John's College that provides training in Anglican ministry;
Cranmer Term	the period during which students of Cranmer Hall are studying;
Durham Students' Union	the Students' Union of Durham University;
University of Durham	Durham University incorporated by Royal Charter;
John's Hall	the division of St John's College supporting undergraduate students at the University of Durham, not training for a degree in ministry;
Members' Fund	the benevolent fund of the JCR, administered for and by students;
Month	a calendar month;
Sabbatical Officer	a JCR Officer who in accordance with the Standing Orders is paid and during their period of office is not in full time study;
St John's College	St John's College of the University of Durham;
St John's College Council	the governing body of St John's College;
Trustee	a Trustee as outlined in the Charities Act of 2006;
University Term	a term as specified by the University of Durham;
Week	seven consecutive days;
Wesley Study Centre	run by the Methodist Church working within St John's College to provide training in Methodist Ministry;
Year	a calendar year.

Constitution

Clause I: Charitable Objects

1. The JCR shall seek to ensure fair treatment of all its members in the execution of its charitable objects.
2. The JCR's charitable objects are the advancement of education of Students at St John's College for the public benefit by:
 - 2.1 promoting the interests and welfare of Students at St John's College during their course of study and representing, supporting and advising Students;
 - 2.2 being the recognised representative channel between Students and St John's College and any other external bodies; and
 - 2.3 providing social, cultural, sporting and recreational activities and forums for discussions and debate for the personal development of its Students.

Clause II: Trustees

1. The JCR and its property shall be managed and administered by a Board of Trustees (hereafter 'the Board') in accordance with this Constitution.
2. The Board shall consist of:
 - 2.1 The JCR President, Treasurer and three Vice-Presidents; and
 - 2.2 Four External Trustees.
3. No one may be appointed a Trustee if he would be disqualified from acting under the provisions of sub-section 4 of this Clause.
4. A Trustee may not appoint anyone to act on her behalf at meetings of the Board of Trustees.

Co-opting External Trustees

5. The Board of Trustees shall co-opt, by a simple majority of those present and voting, up to four such persons as they consider suitable to be charity Trustees (having regard to their skills and experience) as External Trustees. Unless their appointment is terminated in accordance with sub-section 4 of this Clause, External Trustees shall remain in office for terms of up to four years calculated from the date of appointment.
6. At the end of their term of office External Trustees shall be eligible for re-appointment, by a simple majority of those Trustees present and voting, for further terms of up to four years, but shall not be eligible for re-appointment once they have served a maximum aggregate term of eight years.

Powers and Duties of the Board of Trustees

7. The Board shall be responsible for overseeing the management and administration of the JCR and (subject to the Education Act, this Constitution and the Standing Orders) may exercise all the powers of the JCR as stated in Clause III. No alteration of this Constitution or the Standing Orders shall invalidate any prior act of the Trustees which would have been valid, if that alteration had not been made. A meeting of the Trustees at which a quorum is present may exercise all powers exercisable by the Trustees.
8. The Board's powers under Clause III shall include but not be limited to ultimate responsibility for:
 - 8.1 the governance of the JCR;
 - 8.2 the budget of the JCR; and
 - 8.3 the strategy and direction of the JCR.
9. The Board may delegate the powers outlined in the Standing Orders only to elected Officers of the JCR.
10. The Board shall provide the JCR with a regular update of its meetings and decisions (and at least one such update each term) either orally or in writing.

Disqualification and Removal of Trustees

11. A Trustee shall cease to hold office, if he:
 - 11.1 is disqualified from acting as a Trustee by virtue of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision);
 - 11.2 becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;
 - 11.3 resigns as a Trustee by notice to the JCR (but only if at least six Trustees will remain in office when the notice of resignation is to take effect); or
 - 11.4 is absent without the permission of the Trustees from all their meetings held within a period of six consecutive months and the Board resolve that his or her office be vacated.
12. An External Trustee shall cease to hold their office if they are the subject to successful vote of No Confidence in a meeting of the Board of the Trustees, where at least seven Trustees have voted in favour.

Proceedings of Trustees

13. The Board may regulate their proceedings as they think fit, subject to the provisions of this Constitution.
14. Any Trustee may call a meeting of the Board.
15. Questions arising at a meeting must be decided by a majority of votes.
16. In the case of an equality of votes, the Chair of the Board shall have a second or casting vote.
17. No decision may be made by a meeting of the Board unless a quorum is present at the time the decision is purported to be made.
18. The quorum shall be six or the number nearest to two thirds of the total number of Trustees, whichever is the greater or such larger number as may be decided from time to time by the Trustees.

19. A Trustee shall not be counted in the quorum present when any decision is made about a matter upon which that Trustee is not entitled to vote.
20. If the number of Trustees is less than the number fixed as the quorum, the continuing Trustees or Trustee may act only for the purpose of filling vacancies or of calling a general meeting.
21. Trustees shall excuse themselves from discussions and not vote on issues where they have a personal vested interest.
22. The person elected as the Chair of the Board shall chair meetings of the Trustees.
23. If the Chair of the Board is unwilling to preside or is not present within ten minutes after the time appointed for the meeting, the Trustees present may appoint one of their number to chair that meeting.
24. The Chair of the Board shall have no functions or powers except those conferred by this Constitution or delegated to him or her in writing by the Board.
25. A resolution in writing signed by all the Trustees entitled to receive notice of a meeting of Trustees or of a committee of Trustees and to vote upon the resolution shall be as valid and effectual as if it had been passed at a meeting of the Board or (as the case may be) a committee of Trustees duly convened and held.
26. The resolution in writing may comprise several documents containing the text of the resolution in like form each signed by one or more Trustees.

Clause III: Powers

1. To further its objects, but not otherwise, the JCR may:
 - 1.1 Levy a subscription fee on all members to aid the fulfilment of the charitable objectives;
 - 1.2 provide services and facilities for Members;
 - 1.3 establish, support, promote and operate a network of student activities for Members;
 - 1.4 alone or with other organisations carry out campaigning activities in relation to the development and implementation of appropriate policies, or otherwise seek to influence government, other institutions, and public opinion when necessary only in accordance with any guidance issued by the Charity Commission from time to time;
 - 1.5 write, make, commission, print, publish or distribute materials, or assist in these activities;
 - 1.6 promote, initiate, develop and carry out education and training and arrange, provide or assist with exhibitions, lectures, meetings, seminars, displays or classes;
 - 1.7 promote, encourage, carry out or commission research, surveys, studies or other work and publish the useful results;
 - 1.8 provide or appoint others to provide guidance, representation and advocacy;
 - 1.9 purchase lease, hire or receive property including land, buildings and equipment and equip it for use;
 - 1.10 sell, manage, lease, mortgage, exchange dispose of or deal with all or any of its property (subject to any consent required by law);
 - 1.11 borrow and raise money on such terms and security as the JCR may think suitable (subject to any consent required by law);
 - 1.12 raise funds and invite and receive contributions from any person(s);
 - 1.13 trade in the course of carrying out any of its objects;
 - 1.14 incorporate wholly owned subsidiary companies to carry on any taxable trade;
 - 1.15 employ and pay employees and professionals or other advisors;
 - 1.16 grant pensions and retirement benefits to employees of the JCR and to their dependants and subscribe to funds or schemes for providing pensions and retirement benefits for employees of the JCR and their dependants;
 - 1.17 set up charity(ies) with identical or similar objects and/or promote, support, aid, amalgamate or co-operate with, become a member of, affiliate or associate of, and act as or appoint Trustees, agents, nominees or delegates to control and manage charity(ies) and subscribe, lend or guarantee money to such charity(ies);
 - 1.18 undertake and execute any charitable trusts which may lawfully be undertaken by it;
 - 1.19 invest and deal with the JCR's money not immediately required for its objects in or upon any investments, securities, or property;
 - 1.20 delegate the management of investments to an appropriately experienced and qualified financial expert provided that:
 - 1.20.1 the investment policy is set down in writing for the financial expert by the Trustees;
 - 1.20.2 every transaction is reported promptly to the Trustees;
 - 1.20.3 the performance of the investment is reviewed regularly by the Trustees;
 - 1.20.4 the Trustees are entitled to cancel the delegation at any time;
 - 1.20.5 the investment policy and the delegation arrangements are reviewed at least once a year;
 - 1.20.6 all payments due to the financial expert are on a scale or at a level which is agreed in advance and are notified promptly to the Trustees on receipt; and
 - 1.20.7 the financial expert may not do anything outside the powers of the Trustees;
 - 1.21 arrange for investments or other property of the JCR to be held in the name of a nominee (being a company or a limited liability partnership registered or having an established place of business in England and Wales) under the control of the Trustees or a financial expert acting under their instructions and to pay any reasonable fee required;
 - 1.22 lend money and give credit to, take security for such loans or credit and guarantee or give security for the performance of contracts by any person or company;
 - 1.23 open and operate banking accounts and other facilities for banking and draw, accept, endorse, negotiate, discount, issue or execute negotiable instruments such as promissory notes or bills of exchange;
 - 1.24 purchase or acquire all or any of the property, assets, liabilities and engagements of any charities with objects similar to the JCR's objects;
 - 1.25 subject to the prior approval of St John's College Council, incorporate and transfer all its assets and liabilities to a charitable limited liability legal entity (including but not limited to a company limited by guarantee or a charitable incorporated organisation (CIO)) and to pay any costs associated with doing so;
 - 1.26 Pay out of the funds of the JCR the cost of any premium in respect of any indemnity insurance to cover the liability of the Trustees (or any of them) which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default, breach of trust or breach of duty of which they may be guilty in relation to the JCR provided that no such insurance shall extend to:

- 1.26.1 any claim arising from any liability incurred by the Trustees to pay a fine imposed in criminal proceedings or a sum payable to a regulatory authority by way of a penalty in respect of non-compliance with any requirement of a regulatory nature (however arising);
- 1.26.2 any liability incurred by the Trustees in defending any criminal proceedings in which the Trustees are convicted of an offence arising out of any fraud or dishonesty, or wilful or reckless misconduct; or
- 1.26.3 any liability incurred by the Trustees to the JCR that arises out of any conduct which the Trustees knew (or must reasonably be assumed to have known) was not in the interests of the JCR or in the case of which they did not care whether it was in the best interests of the JCR or not.
- 1.27 co-operate with other bodies;
- 1.28 set aside funds for special purposes or as reserves against future expenditure;
- 1.29 insure the property of the JCR against any foreseeable risk and take out other insurance policies to protect the JCR when required;
- 1.30 enter into contracts to provide services to or on behalf of other bodies;
- 1.31 support any RAG or similar fundraising activities carried out by its Members for charitable causes, including the provision of administrative support, banking facilities and acting as a holding Trustee of any funds raised; and
- 1.32 do all such other lawful things.
- 2. The income and property of the JCR shall be applied solely towards the promotion of its charitable objects. No part shall be paid or transferred directly or indirectly to Members of the JCR except for payment in good faith of:
 - 2.1 any payment made to any beneficiary of the JCR (including a Member);
 - 2.2 reasonable and proper remuneration to any person for any services given to the JCR and of reasonable travelling and other out of pocket expenses necessarily incurred in carrying out the duties of any Member, Officer or employee of the JCR;
 - 2.3 interest on money lent to the JCR at a reasonable and proper rate;
 - 2.4 any reasonable and proper rent for premises let to the JCR;
 - 2.5 fees, remuneration or other benefits in money or money's worth to any company of which a Trustee or a Member of his or her connected person holds not more than one per cent of the capital;
 - 2.6 reasonable and proper out-of-pocket expenses of Trustees.
- 3. Except as provided below no Trustee may sell goods, services or any interest in land to the JCR; be employed by, or receive any remuneration from, the JCR; or receive any other financial benefit from the JCR. This shall not prevent any payment in good faith by the JCR of:
 - 3.1 any payments made to any Trustee or Connected Person in their capacity as a beneficiary of the JCR;
 - 3.2 reasonable and proper out of pocket expenses of the Trustees;
 - 3.3 reasonable and proper remuneration to any Trustee or Connected Person for any goods or services supplied to the JCR on the instructions of the Trustees provided that:
 - 3.3.1 for the avoidance of doubt, the authorisation under this provision shall extend to the remuneration of Officer Trustees and Connected Persons under contracts of employment with the JCR;
 - 3.3.2 subject to Clause sub-section 3.3.1 of this Clause, the authorisation under this provision shall not extend to the service of acting as Trustee;
 - 3.3.3 if the person being remunerated is a Trustee the procedure described in sub-section 21 of Clause II must be followed in considering the appointment of the Trustee and in relation to any other decisions regarding the remuneration authorised by this provision;
 - 3.3.4 if the person being remunerated is a Connected Person the procedure described in sub-section 21 of Clause II must be followed by the relevant Trustee in relation to any decisions regarding such Connected Person;
 - 3.3.5 subject to sub-section 3.9 in this Clause this provision may not apply to more than half of the Trustees in any financial year (and for these purposes such provision shall be treated as applying to a Trustee if it applies to a person who is a Connected Person in relation to that Trustee); and
 - 3.3.6 at all times the provisions of the Education Act are complied with.
 - 3.4 interest on money lent by any Trustee or Connected Person to the JCR at a reasonable and proper rate;
 - 3.5 any reasonable and proper rent for premises let by any Trustee or Connected Person to the JCR;
 - 3.6 reasonable and proper premiums in respect of indemnity insurance effected in accordance with sub-section 1.26 of this Clause;
 - 3.7 any payments made to any Trustee or Officer under the indemnity provisions set out in sub-section 2 of Clause VI;
 - 3.8 any payments authorised in writing by the Charity Commission;
 - 3.9 where a vacancy arises on the Board of Trustees with the result that sub-section 3.3.5 of this Clause applies to more than half of the Trustees, the JCR may continue to pay remuneration to its Officer Trustees and any Connected Persons receiving remuneration in accordance with 3.3.5 of this Clause provided that the JCR uses all reasonable endeavours to fill the vacancy as soon as possible; and
 - 3.10 reasonable and proper payment to any Sabbatical Trustee to be remunerated by the JCR from time to time as outlined in the Standing Orders.

Clause IV: Membership

- 1. There shall be two categories of JCR Member: Full and Honorary.
- 2. A full Member shall be an Undergraduate or Postgraduate of John's Hall, a student of Cranmer Hall, or a sabbatical Officer of the JCR, except where he has failed to pay the relevant JCR subscription fee by the due date. The due date and membership fee amount will be set by the Trustee Board. Hereafter, any reference to 'JCR members' shall refer to full Members, unless otherwise stated.
- 3. Anyone is entitled to opt-out of membership of the JCR, and those who choose to do so shall not be discriminated against therein.
- 4. Full JCR Members shall have the following rights in accordance with Standing Orders:
 - 4.1 To attend, speak and vote at all JCR meetings;
 - 4.2 to vote at the elections of JCR Officers and in referenda;
 - 4.3 candidature, subject to the conditions of the post; and

- 4.4 to enjoy the facilities of the JCR and entertain bona fide guests, who shall also be allowed to use those facilities. JCR Members shall be responsible for their guests.
5. Honorary Membership may be conferred as outlined in the Standing Orders.
6. Honorary Members shall have the following rights, unless expressly disqualified hereafter:
 - 6.1 To attend and speak at all JCR meetings; and
 - 6.2 to enjoy the facilities of the JCR and entertain bona fide guests, who shall also be allowed to use those facilities. JCR Honorary Members shall be responsible for their guests.

Clause V: JCR Officers

1. The JCR shall have Officers, as specified in Election Regulations. They shall be elected in accordance with Election Regulations.
2. There shall be a JCR President, a JCR Treasurer, and three JCR Vice-Presidents all elected in accordance with Standing Orders. For the purposes of the Education Act 1994, each of these shall be a Major Union Office Holder.
3. There shall be an independent JCR Chair.
4. There shall be an independent JCR Vice-Chair. The JCR Vice-Chair shall deputise for the JCR Chair, in accordance with Standing Orders.
5. Sabbatical Officers can hold their post for no more than two years.
6. The job descriptions of JCR Officers shall be as detailed in Appendix 1.
7. Removal of JCR Officers shall be in accordance with the Standing Orders.
8. All powers and responsibilities as outlined in all other Constitutional Documents are subject to the approval of the Board of Trustees.

Clause VI: Non-Discrimination

1. At all times, the JCR and its elected Officers shall be bound by this Clause.
2. All the Members of the JCR shall have the right not to be discriminated against on the grounds of their Age, Appearance, Beliefs, Caring Responsibilities, Caste, Class, Disability, Educational Background or current Educational Status, Gender, HIV Status, Marital or Family Status, Nationality, Political Affiliation, Religion, Immigration Status, Race/Ethnicity, Sexuality, Non-contagious Illness, Irrelevant Criminal Conviction, Trade Union Activity or Affiliations to Legal Organisations.

Clause VII: JCR Meetings

1. The JCR Chair shall chair all JCR Meetings, in accordance with the Standing Orders.
2. A valid decision of a JCR Meeting shall be a resolution duly proposed and seconded and passed by a simple majority of those present, unless specified otherwise, at a quorate meeting.
3. Quoracy shall be defined in the Standing Orders unless specified otherwise.
4. All JCR Meetings shall be held within the University Term.

Annual General Meetings of the JCR:

5. There shall be an Annual General Meeting (hereafter AGM) of the JCR.
6. The JCR shall hold an AGM once in each year. Not more than 15 months shall pass between the date of one AGM and the next. The AGM shall be held at such time and place as the Trustees shall think suitable to allow the maximum number of Members to attend.
7. Notice for an AGM shall be given at least 14 clear days before the date of the meeting, except when this meeting follows directly a meeting postponed due to inquoracy where there shall be no requirement for the period of notice. The Chair of the Board of Trustees shall be responsible for issuing such notice.
8. Notice for an AGM must include an agenda for that meeting. The business shall include:
 - 8.1 receiving the Accounts;
 - 8.2 receiving the Budget;
 - 8.3 receiving a list of the current affiliations of the JCR and a list of all charitable donations made in the last year;
 - 8.4 receiving the Board of Trustees' Report;
 - 8.5 receive details of the appointment of the Auditors (if relevant);
 - 8.6 open questions to Board of Trustees;
 - 8.7 electing Trustees to fill the vacancies arising; and
 - 8.8 discussing and dealing with any other business put before them by the Board of Trustees.
9. The quorum for an AGM shall be one sixth of the total membership of the JCR. If the meeting is not quorate, then a second meeting shall be held within one month of that date. If this second meeting is not quorate, the members present shall count as a quorum.

Ordinary General Meetings of the JCR:

10. There shall be Ordinary General Meetings (hereafter OGM) of the JCR.
11. The JCR President and Vice-Presidents shall have the right to call an OGM in accordance with Standing Orders.
12. There must be at least one OGM held in each university term.
13. Notice for an OGM shall be given at least 14 clear days before the date of the meeting. The person who called the meeting shall be responsible for issuing such notice.
14. The agenda must be published prior to the meeting in accordance with Standing Orders.
15. The business for each meeting shall be as outlined in the Standing Orders.

Extraordinary General Meetings of the JCR:

16. There shall be Extraordinary General Meetings (hereafter EGM) of the JCR.
17. The JCR President and Vice-Presidents shall have the right to call an EGM in accordance with Standing Orders.
18. Notice for an EGM shall be given at least 24 hours before the time of the meeting. The person who called the meeting shall be responsible for issuing such notice.
19. Discussion at an EGM shall be restricted to the matters specified in the notice.
20. In all other respects the procedure of the meeting shall be governed as per the provisions for an OGM.

Clause VIII: Indemnity

1. For the purposes of this Clause, 'Elected Officers of the JCR' shall include elected Officers of the JCR and its subsidiary common rooms, and, provided that they have been ratified by the JCR, any appointed Officer of the JCR, and any Officer of an organisation affiliated to the JCR, except Officers of the St John's College Bar, and Officers of affiliated organisations under the operational budget.
2. Every elected Officer and Trustee of the JCR shall be entitled to be indemnified out of its assets against all losses or liability he may sustain or incur in or about the execution of his office or employment or otherwise in relation thereto; and no such person shall be liable for any loss, damage or misfortune which may happen to or be incurred by the JCR in the course or as a consequence of the execution of his duties or in relation thereto; provided that this shall not affect his liability for the consequences of his own negligence or the consequences of a malicious act on his part.
3. Failure to obtain authorisation for expenditure shall be prima facie evidence for negligence.

Clause IX: Complaints Procedure

1. There shall be a complaints procedure as outlined in the Standing Orders.

Clause X: Winding-Up

1. In the event that a majority of those voting in a referendum, duly called to debate the dissolution of the JCR, vote in favour of said proposition, then any remaining funds, after the satisfaction of all liabilities, shall not be divided amongst the members but passed to a charitable institution with similar objectives to those of the JCR, for its use in the fulfilment of those objectives.
2. The Board of Trustees pursuant to Clause III may transfer the assets and liabilities of the JCR to another legal entity with charitable status where the Constitution is as similar as possible to this Constitution allowing for variations necessitated by the different legal structure. Following the transfer, the Board of Trustees may resolve to wind up the unincorporated association.

Clause XI: Amendment

1. Any part of the Constitution may be amended by a successful referendum, conducted in accordance with Standing Orders, in which at least half of the members of the JCR vote.
2. Any part of the Standing Orders may be amended by a successful referendum, conducted in accordance with Standing Orders, in which at least half of the members of the JCR vote.
3. Any part of the Standing Orders, except where otherwise specified, may be amended by a successful motion passed by a 66% majority in two consecutive General Meetings, where only one can be an EGM. The wording of the motion may not be changed after the first successful passing.
4. No part of the Constitutional Documents may be altered by implication.
5. In accordance with the Education Act of 1994, St John's College Council shall periodically review the Constitution and all amendments to the Constitution shall require the advice and consent of St John's College Council to come into effect.

Clause XII: Interpretation

1. The Trustee Board shall act as the final interpreter of the Constitutional Documents.
2. In the event of a conflict between two parts of the Constitutional Documents, the following shall be the order of precedence:
 - 2.1 Constitution;
 - 2.2 Standing Orders;
 - 2.3 Bye-Laws;
 - 2.4 Election Regulations;
 - 2.5 Sub-Committee and Society Regulations;
 - 2.6 Policy Document;
 - 2.7 Appendices;
 - 2.8 Any other Constitutional Documents.

Standing Orders

Standing Order 1: JCR Executive

1. The JCR Executive shall comprise Tier 1 and Tier 2.
2. The Tier 1 Executive shall consist of:
 - 2.1 the JCR President;
 - 2.2 the JCR Treasurer;
 - 2.3 the JCR Vice-President (Undergraduate);
 - 2.4 the JCR Vice-President (Postgraduate); and
 - 2.5 the JCR Vice-President (Cranmer);all elected in accordance with election regulations. These shall be the only voting members of Tier 1 Executive.
3. The Tier 2 Executive shall consist of:
 - 3.1 the JCR Communications Officer;
 - 3.2 the JCR Social Secretary;
 - 3.3 the JCR Senior DSU Rep;
 - 3.4 the JCR Services Manager;
 - 3.5 the JCR Sports & Societies Officer; and
 - 3.6 the JCR Welfare Officer;all elected in accordance with election regulations. These shall be the only voting members of Tier 2 Executive.
4. The JCR President must be an undergraduate of John's Hall.
5. The JCR Vice-President (Undergraduate) must be an undergraduate of John's Hall.
6. The JCR Vice-President (Postgraduate) must be an postgraduate of John's Hall.
7. The JCR Vice-President (Cranmer) must be a student of Cranmer Hall.
8. The Trustee Board may delegate to the JCR Executive the powers and responsibilities as maintained in Appendix 1
9. The JCR President and JCR Vice-Presidents shall be ex officio members of every JCR committee.
10. The JCR President-elect and JCR Vice-Presidents-elect shall be ex officio members of every JCR committee.
11. The President-elect, the Treasurer-elect, and Vice-Presidents-elect shall be non-voting members of the Tier 1 Executive.
12. The JCR Executive shall meet normally once per week and at least once per fortnight during University Term.
13. A JCR Executive meeting may be called by any Executive member, but shall normally be called by the JCR President.
14. The Tier 1 Executive Committee shall have the power to meet as Tier 1 Executive with no Tier 2 members present.
15. A Tier 1 Executive meeting may be called by any Tier 1 Executive member.
16. The Tier 1 Executive may invite individuals to attend Tier 1 Executive meetings. The attendance of these individuals shall be subject to the control of the Tier 1 Executive.
17. A quorum for a meeting of the Tier 1 Executive shall be three members of Tier 1. Business may still be discussed without a quorum present, but no decision shall be final until ratified by a quorum.
18. The JCR President shall be responsible for ensuring that accurate minutes of the Tier 1 Executive Committee meetings are taken.
19. The Communications Officer shall be responsible for maintaining accurate minutes of the JCR Executive Committee meetings.
20. The JCR Executive may invite individuals to attend JCR Executive meetings. The attendance of these individuals shall be subject to the control of the JCR Executive.
21. A quorum for a meeting of the JCR Executive shall be three members from each Tier. Business may still be discussed without a quorum present, but no decision shall be final until ratified by a quorum.

Standing Order 2: Membership

1. Honorary Membership may be conferred by the Tier 1 Executive in recognition of outstanding contribution to the JCR. The procedure for conferring Honorary Membership shall be as follows:
 - 1.1 Tier 1 Executive shall meet at least once per year in Epiphany Term specifically to consider all nominations submitted for Honorary Membership, this shall not prohibit Tier 1 Executive from considering nominations at other times.
 - 1.2 The JCR Chair shall be present at these meetings and shall be responsible for ensuring an accurate record of the meeting is kept. Contributions shall be anonymized and the minutes shall be made available upon request.
 - 1.3 Nominations may be submitted by any JCR Member to the Tier 1 Executive.
 - 1.4 Tier 1 Executive may not consider nominations for any members of Tier 1 Executive. Any individual to whom this applies shall be automatically nominated by the Standing Orders & Bye-Laws following their term in office.
 - 1.5 Each decision for conferral of Honorary Membership made by the Tier 1 Executive must be ratified by the JCR at the next General Meeting and prior to conferral
 - 1.6 The Tier 1 Executive must provide a written justification for each individual to whom they have decided Honorary Membership should be conferred.
2. There shall be an award in recognition of notable contribution to the JCR. It shall be known as 'Service to the JCR'. It may be awarded as follows:
 - 2.1 In the same manner as Honorary Membership.
 - 2.2 By the passing of a successful motion in a JCR meeting, which must include the reasons for conferring the award.
3. Honorary Membership may be removed using the same procedure as conferral, except that the Tier 1 Executive shall present their decision to the JCR at the next meeting, irrespective of the outcome.
4. A list of all current Honorary Members, and of those who have received recognition of notable contribution, shall be held in Appendix 3.

Standing Order 3: JCR Officers

Removal of Officers

1. No JCR Officer may be required to resign except by means of a vote of No Confidence by the JCR or, under exceptional circumstances, a JCR Officer (who is not a member of the Tier 1 Executive) may be removed by means of a unanimous vote of the Tier 1 Executive. Exceptional circumstances shall be limited to actions or omissions pertaining to:
 - 1.1 the finances of the JCR;
 - 1.2 the legal requirements incumbent upon the JCR;
 - 1.3 maintaining the reputational standing of the JCR; or
 - 1.4 the welfare of JCR members or the JCR's guests.
2. A successful vote of No Confidence shall take effect immediately.
3. Removal of an Officer by means of a unanimous vote of Tier 1 Executive shall take effect immediately.
4. If a Motion of No Confidence is accompanied by the signatures of one sixth of the membership, the suspension shall take effect immediately. The motion must then be put to the JCR at the next JCR meeting.

Suspension of Officers

5. No JCR Officer may be suspended except by means of a vote of Suspension by the JCR, or, under exceptional circumstances, a JCR Officer (who is not a member of the Tier 1 Executive) may be suspended by means of a unanimous vote of the Tier 1 Executive. Exceptional circumstances shall be limited to actions or omissions pertaining to:
 - 5.1 the finances of the JCR;
 - 5.2 the legal requirements of the JCR;
 - 5.3 maintaining the reputational standing of the JCR; or
 - 5.4 the welfare of JCR members or the JCR's guests.
6. A successful vote of Suspension shall take effect immediately.
7. If a Motion for Suspension is accompanied by the signatures of one sixth of the membership, the suspension shall take effect immediately. The motion must then be put to the JCR at the next JCR meeting.
8. Suspension of an Officer by means of a unanimous vote of Tier 1 Executive shall take effect immediately.

Censure of Officer

9. A Motion of Censure may be brought against any JCR Officer to indicate the JCR's strong disapproval of the actions or omissions of the Officer.
10. Any JCR Officer may be censured by the JCR by means of a successful Motion of Censure.
11. If two Motions of Censure are passed at separate meetings against any Officer during his term of office, then the Officer shall immediately face a Motion of No Confidence, proposed and seconded by the Standing Orders and Bye-Laws, except when the second Motion of Censure was preceded by an unsuccessful Motion of No Confidence.

Standing Order 4: JCR Meetings

Calling of JCR Meetings

1. An Extraordinary General Meeting (hereafter EGM) of the JCR may be called by the JCR President or JCR Vice-Presidents.
2. The JCR President or a JCR Vice-President must call an EGM when petitioned to do so by one sixth of the membership. If so petitioned, the meeting must take place within 24 to 72 hours after the petition is presented to the JCR President or one of the JCR Vice-Presidents.
3. Motions may be submitted to the Chair up to six clear days before the meeting. Further motions may be accepted at the Chair's discretion after this point, except where otherwise stated.
4. The Agenda for an OGM shall be published 72 hours before the meeting at least in each Common Room and via e-mail. This will contain the text of any motions submitted up to this point.
5. The Agenda for an OGM shall be as outlined in the Bye-Laws.
6. A quorum for an OGM shall be one sixth of the membership.
7. An inquorate OGM may proceed at the chair's discretion, unless there is a call for quoracy from the floor. If no such call is made, then those present shall count as a quorum.
8. A quorum for an EGM shall be one sixth of the membership.
9. The Chair & Vice-Chair shall take no active part in debate or vote.
10. If the JCR Chair is unable or ineligible to chair a meeting of the JCR, then the following shall deputise for the Chair in order:
 - 10.1 the JCR Vice-Chair;
 - 10.2 the JCR President;
 - 10.3 the JCR Vice-Presidents.
11. The ruling of the Chair in procedural matters shall be final insofar as it has been over-ruled by a Challenge to the Chair as specified in the Bye-Laws.
12. The JCR Communications Officer shall be responsible for taking accurate minutes of the proceedings of JCR Meetings. The JCR Communications Officer shall also be responsible for storing these minutes, which shall be on the JCR website where available, and if not, available for inspection upon request.
13. There shall be no votes cast by proxy or in absentia at JCR meetings.

Standing Order 5: Motions of No Confidence

1. A Motion of No Confidence shall require a simple majority at a JCR meeting to be passed.
2. The complete procedure for a Motion of No Confidence shall be explained by the Chair before the start of debate.
3. Any JCR Officer against whom a Motion of No Confidence is being brought during a JCR meeting shall not be permitted to chair that meeting.
4. Motions of No Confidence shall be submitted to the Chair at least six clear days before the date of the meeting. No Motions of No Confidence shall be accepted after this time.
5. In the event of an unsuccessful Motion of No Confidence, the Officer shall immediately face a Motion of Censure proposed and seconded by the Standing Orders and the Bye-Laws
6. In the event that the JCR Chair receives a Motion of No Confidence against a JCR Officer, duly proposed and seconded by members of the JCR, the JCR Chair shall immediately forward to that Officer the full text of the motion.
7. Once a Motion of No Confidence has been submitted, it cannot be amended aside from typographical errors.

Standing Order 6: Motions of Suspension

1. A Motion of Suspension shall require a simple majority at a JCR meeting to be passed.
2. The complete procedure for a Motion of Suspension shall be explained by the Chair before the start of debate.
3. A Motion of Suspension may be procedural or substantive.
4. The suspension shall be in effect until the next JCR meeting when it shall automatically lapse, a vote may then be taken to extend the suspension.

Standing Order 7: Motions of Censure

1. A Motion of Censure shall require a simple majority at a JCR meeting to be passed.
2. The complete procedure for a Motion of Suspension shall be explained by the Chair before the start of debate.
3. A Motion of Censure may be procedural or substantive.

Standing Order 8: Finances

1. The JCR Treasurer shall be responsible for the administration of the finances of the JCR.
2. The JCR Treasurer shall present the accounts at least twice per annum.
3. There shall be a committee known as Finance committee, which shall be as outlined in the Sub-Committee and Society Regulations. This committee shall have two functions:
 - 3.1 to scrutinise the actions of anyone who holds a post elected or ratified by the JCR that spends the JCR's money, and
 - 3.2 to offer advice and be consulted on in matters regarding the finances of the JCR.

Standing Order 9: Subsidiary Common Rooms

1. There shall be two subsidiary common rooms of the JCR. These shall be the Middle Common Room (hereafter MCR) and the Cranmer Common Room (hereafter CCR).
2. They shall govern their own internal affairs subject to these Constitutional Documents.
3. They shall create and maintain their own constitutional documents which shall be ratified by the JCR.
4. Any amendment or dissolution of these Constitutional Documents by the JCR shall require a referendum.
5. In the execution of their duties all JCR officers shall recognise the significant and unique contribution of the MCR and CCR to St John's College.
6. The JCR Executive shall work to support integration between students of Cranmer Hall, John's Hall and the Wesley Study Centre.

Standing Order 10: Complaints Procedure.

1. Any complaint relating to an individual JCR Officer, group of JCR Officers, any individual in a position ratified by the JCR, a JCR subsidiary Common Room or sub-committee, or the JCR Executive shall be heard according to the procedure set out below.
2. This Clause shall not restrict a member of the JCR from enjoying his right to follow the complaints procedure as set out in the College Regulations, if he wishes to do so in the first instance.
3. If a member of the JCR feels that he has been unfairly dealt with by an Officer or Officers as stipulated in sub-section 1 of this Clause, or that he has been unfairly disadvantaged by opting out of JCR membership, then he has the right to complain and have that complaint dealt with promptly and fairly.
4. If the complaint is against the JCR President, then the complainant shall see the JCR Chair in the first instance. He shall then endeavour to resolve the complaint as stipulated in sub-section 5 of this Clause.

5. The complainant shall see the JCR President in the first instance and make a complaint either in written or verbal form. In the case of any complaint, the complainant must provide evidence to support his claim insofar as is possible. A written note of any verbal comments will be made by the JCR President. If at this stage the JCR President(JCR Chair) feels the complaint is of a nature that commands the College Officers' immediate attention, then he shall redirect the complaint to be dealt with in line with the College's complaints procedure. Otherwise, the JCR President shall endeavour to resolve the complaint to the complainant's satisfaction.
6. If the complaint is against the JCR Executive (Tier 1, Tier 2, or both), then the JCR Chair shall see the College Officers in the first instance.
7. If the complainant is still unsatisfied then he shall have the right to seek a satisfactory resolution via an investigation undertaken by an independent person appointed by the JCR Executive. Ordinarily this person shall be the JCR Chair or, if inappropriate, the JCR Vice-Chair. This person, hereafter 'the Investigator', shall be responsible for conducting an independent investigation.
8. The Investigator shall have up to seven days to make the necessary investigations and, at the end of that time, shall report on the complaint.
9. The proceedings for the reporting of the investigation shall take the following form:
 - 9.1 Present at the proceedings shall be:
 - 9.1.1 The Investigator (in the Chair);
 - 9.1.2 the JCR President and Vice-Presidents;
 - 9.1.3 an appropriate individual minuting;
 - 9.1.4 the complainant and/or a representative of his choice; and
 - 9.1.5 the person complained of and/or a representative of his choice.
 - 9.2 The Investigator shall have the power to call witnesses and gather evidence, as well as requiring the complainant and complained of to submit verbal or written statements on the matter.
 - 9.3 The Investigator shall report his findings and both the complainant and complained of shall have the right to respond to the report.
 - 9.4 The Investigator shall then consider the matter in light of the statements made and seek to produce a resolution satisfactory to the complainant.
10. If the investigation fails to produce a satisfactory resolution, the complaint shall be referred to College to follow the complaints procedure as set out in the College Regulations.

Standing Order 11: Conduct of Referendums

1. The following shall be the process for the conduct of a referendum:
 - 1.1 The referendum must be called;
 - 1.2 a debate must be held to discuss the topic of the referendum;
 - 1.3 the referendum must be opened;
 - 1.4 the referendum must be closed;
 - 1.5 there shall be a period for appeals; and
 - 1.6 the appeals process must be concluded and the result of the referendum confirmed.
2. The entire process, as outlined in sub-section 1 of this Standing Order, must take place within one university term.

Calling a Referendum

3. A referendum may only be called in one of the following manners:
 - 3.1 A successful motion passed at a JCR meeting to call a referendum;
 - 3.2 if there is a unanimous vote of the JCR executive to do so; or
 - 3.3 if one sixth of the membership petitions the President to do so.

Debate

4. A debate must be held before the opening of the referendum.
5. The debate must be held on the topic of the referendum and all JCR members must be invited to attend.
6. The debate must be held at such a time and place as the Senior Returning Officer shall think suitable to allow the maximum number of Members to attend.

Opening of a Referendum

7. The referendum must open within 14 days of the referendum being called.

Closing of a Referendum

8. The referendum must close no less than 48 hours and no more than 28 days after the referendum opened.
9. The results must be publicised to the JCR by the Senior Returning Officer no more than 12 hours after the close of the referendum.

Appeals

10. The period for appeals shall open immediately after the referendum closes.
11. The period for appeals shall last no less than 48 hours and no more than 7 days, as determined by the Senior Returning Officer.
12. All appeals about the conduct of the referendum shall be made in writing to the Senior Returning Officer.
13. The Senior Returning Officer may rule the referendum out of order on the grounds of gross electoral malpractice or if a quorum is not reached.
14. Any appeals received within the period for appeals must be dealt with satisfactorily by the Returning Officers.
15. Within 24 hours of the close of the period for appeals, the Senior Returning Officer, the JCR Chair, and the JCR President must sign a copy of the result of the referendum to confirm that all appeals were dealt with satisfactorily. By so affixing their signatures, the appeals process and the referendum process are completed and the result of the referendum is so confirmed. The result is then final and binding and shall take effect immediately.

Notices

16. Notice for the debate must be given no less than 48 hours before the start of the debate. Such notice must include the time and place of the debate and should also include the title of the debate.
17. Notice for the opening of the referendum must be given no less than 48 hours before the referendum opens. Such notice must include the Question which is to be voted upon and the period for which the referendum shall be open. The notice shall also include the time at which the period for appeals opens and the duration of that period.

Miscellaneous

18. Otherwise, the timing of the referendum shall be entirely at the discretion of the Senior Returning Officer in consultation with the JCR President and JCR Chair.
19. A quorum for a referendum shall be one third of the membership.
20. Each option in the referendum shall have the right to produce a manifesto.
21. All campaigning including materials and manifestos must follow the rules laid down in the Bye-Laws and Election Regulations and must be approved by a Senior Returning Officer or an Assistant Returning Officer.
22. The method by which ballots are cast in a referendum shall be decided by the Senior Returning Officer. This shall normally be electronic vote.
23. The successful option in a referendum shall be that which receives a plurality of the votes.
24. If a referendum is ruled out of order, then the JCR President must call an EGM to be held within a week to decide whether a further referendum shall be held.

Standing Order 12: Interpretation

1. Subject to the control of the Board of Trustees, the JCR Chair and JCR President shall be interpreters of the Constitutional Documents, except that the Senior Returning Officer shall be an interpreter of the Election Regulations only. Any question concerning their interpretation shall be referred to the interpreters who shall issue a ruling which shall be binding unless overturned by an ordinary motion of the JCR. In the event of such a ruling, the JCR President shall be automatically mandated to propose an amendment to the Constitutional Documents to resolve any dispute.
2. There shall be a Constitutional Reform Committee (hereafter, 'CRC') as outlined in Sub-Committee & Society Regulations. If active, that body shall act as the final interpreter of the Constitution, subject to the control of the Board of Trustees.
3. Any question concerning the interpretation of these Constitutional Documents in relation to the conduct of a meeting shall be settled by a ruling of the Chair, which may be challenged as specified in Standing Orders and Bye-Laws. Any such ruling shall lapse at the close of the meeting.
4. If the Chair's ruling is successfully challenged under the Standing Orders and Bye-Laws, the disputed interpretation shall be resolved for the purposes of the meeting by a simple majority.
5. Any question concerning the interpretation of these Constitutional Documents in relation to the conduct of an election or referendum shall be settled by the ruling of the Senior Returning Officer, which may be challenged as specified in the Standing Orders. Any such ruling shall lapse after the entire procedure for the election or referendum has been completed.

Standing Order 13: Amendment

1. Any part of the Bye-Laws, except where otherwise specified, may be amended by a successful ordinary motion passed by a 66% majority at a JCR meeting.
2. Any part of the Election Regulations may be amended by a successful ordinary motion passed by a 66% majority at a JCR meeting.
3. Any part of the Sub-Committee & Society Regulations, except where otherwise stated, may be amended by a successful ordinary motion passed by a simple majority at a JCR meeting.
4. All policies of the JCR shall be held in the Policy Document. Any part of the Policy Document may be amended as follows.
 - 4.1 Policy can be created, renewed, amended or rescinded by a successful motion passed by a 66% majority at a General Meeting;
 - 4.2 amending or rescinding a policy requires a 75% majority within one year of the creation or most recent renewal of the policy;
 - 4.3 policy shall require renewal in the same term in which the policy was created (or last renewed) three years after the creation (or most recent renewal), otherwise the policy shall lapse;
 - 4.4 all motions regarding policy must be included in the agenda for that meeting; and
 - 4.5 policy can be created, renewed, amended or rescinded by a successful referendum, a successful referendum shall, for this sub-section only, be equivalent to a motion passed by a 75% majority in a General Meeting.
5. Any part of the appendices may be amended by the JCR Executive only.

Bye-Laws

Bye-Law 1: Meetings

1. If a person, not a member of the JCR, or permitted to be present in accordance with Bye-Law 1.3. is present at the meeting without the meeting's permission, anyone may object by hollering 'Stranger in the house', which shall be responded to by another member hollering 'Let the cat out' whereupon the meeting shall cease until that person has been escorted from the meeting.
2. Gowns shall be worn by all undergraduates and postgraduate members attending the meeting in the same manner as the JCR President has chosen to wear his. JCR members present without gowns shall be deprived of the right to speak until such garments are duly worn.
3. Any student, in respect of whom the composition fee is received, is eligible to vote on any motion concerning the composition fee.
4. All speeches shall be made through the Chair.

Challenge to the Chair

5. If the Chair, using his discretion under these Standing Orders, is challenged, then the following procedure must be followed:
 - 5.1 He must immediately relinquish the chair to the Vice-Chair.
 - 5.2 The challenger has two minutes to state the reasons for the challenge.
 - 5.3 The Chair has two minutes to give reasons for the decision(s) he has taken.
 - 5.4 A maximum of three minutes will then be allowed for discussion.
 - 5.5 The challenger and the Chair may then briefly summate.
 - 5.6 The JCR will then move to a vote. If the motion is passed then the Chair's decision is overruled.
6. The ruling of the Chair on all matters of procedure and conduct at the meeting shall be final, except insofar as it has been overruled by a Challenge to the Chair.
7. Any members refusing to obey these rulings shall be ejected unless an apology is forthcoming and accepted by the Chair.

Bye-Law 2: Motions

1. All business seeking a resolution shall usually be in the form of a motion but the Chair may allow discussion of any subject at his discretion.
2. All motions not specified elsewhere in the Constitutional documents shall require a simple majority of those voting to be passed. A tied vote shall be considered lost.
3. The form of the motion shall usually be:

'This JCR Notes:'

(factual points by way of introduction to the motion)

'This JCR Believes:'

(in response to the notes, giving the reasoning behind the need for action)

'This JCR Resolves:'

(the proposed immediate action of the JCR)

and/or:

'This JCR Resolves as a Matter of Policy:'

(the proposal for a new entry into the Policy Document which will affect ongoing action by JCR officers)

Motions not tabled in this format shall only be accepted at the Chair's discretion.

4. The motion must be proposed by a JCR member (the Proposer) and seconded by another JCR member (the Seconder). Alternatively, any sub-committee of the JCR may propose, second, or propose and second any motion. In this case, the committee shall nominate one of its members to present as Proposer and/or Seconder.
5. Any sub-committee of the JCR (or of its subsidiary common rooms) that has more than one member may propose, second, or propose and second a motion, provided that at a quorate meeting of that committee, a 66% majority are happy to do so.
6. The text for substantive motions shall not be altered by the Chair in any way, excluding typographical mistakes, without the agreement of both the Proposer and Seconder of the motion.
7. When a motion is placed before the house proposed and seconded by the Constitution and Standing Orders:
 - 7.1 The Chair shall ask if there is an official opposition to the motion. If this is not the case, Standing Order 3.vii shall apply.
 - 7.2 If there is opposition, the chair shall then ask for someone from the floor of the meeting to speak in favour of the motion. This person shall then act as the proposer of the motion.
 - 7.3 The motion shall then be debated in accordance with the rest of Standing Order 3, save that if there is nobody willing to speak in favour of the motion, the initial speech and summation by the proposer shall be ignored.
 - 7.4 No motion proposed by the Constitution and Standing Orders may be withdrawn for any reason, including procedural motions, unless the meeting is found to be inquorate.
8. Consideration of a motion shall take the following form:
 - 8.1 The Chair shall first take a proposing speech,
 - 8.2 Then questions for the Proposer from the floor, during which anyone may register official opposition to the motion and move to the next stage of debate. If no-one registers official opposition during the questions to the Proposer, the Chair shall then call for a speech against the motion.
 - 8.3 Further discussion may take place until the time for the motion has elapsed.

- 8.4 Any further discussion may only continue if a procedural motion is proposed to extend the time limit.
- 8.5 After discussion of a motion, the Chair shall take a summation from the opposition and then from the Proposer. These two summations shall not exceed two minutes each and no new information may be brought into them.
- 8.6 The meeting shall then move to a vote.

Amendments

9. Amendments may be brought from the floor at any time during the consideration of a motion.
10. If the Proposer of the substantive motion accepts the amendment it becomes part of the substantive motion.
11. If it is not accepted by the Proposer of the substantive motion, the substantive motion shall be set aside whilst the amendment is discussed and voted upon. This amendment to the substantive motion must be proposed and seconded.
12. If this motion is then passed, it stands as part of the substantive motion which is brought back before the meeting.
13. If the Proposer of the substantive motion does not accept the amended motion, it shall be withdrawn, unless there are members present who accept the amended motion who will then become the Proposer and Secunder of the amended substantive motion.
14. If a Motion for Spending is amended during a meeting, any approval from Finance Committee that the motion may have enjoyed shall be withdrawn and shall therefore require a higher majority to pass as under Bye-Law 3.4.
15. Further amendments may be introduced but no more than one amendment may be before the meeting at any one time and no amendment may be proposed while the original amendment is before the meeting.
16. For the sake of clarity and good order during meetings, members shall endeavour to submit amendments to the Chair in advance of the meeting.

Procedural Motions

17. The following procedural motions may be proposed at any time:
 - 17.1 That the order of the Agenda be altered as follows.
 - 17.2 That this meeting moves to the next business at once.
 - 17.3 That the motion not be put.
 - 17.4 That the motion not be put, but the issue be considered by....
 - 17.5 That the motion not be further amended.
 - 17.6 That the motion be taken in parts.
 - 17.7 That the motion be voted upon by secret (paper) ballot.
 - 17.8 That the motion be voted upon by e-vote.
 - 17.9 That the motion be voted upon anonymously (i.e. the Proposer, Secunder and official opposition leave the room while the vote is taken).
 - 17.10 That the meeting move at once to summations and then to the vote.
 - 17.11 That the time allowed for this motion be extended by....
 - 17.12 That the meeting be adjourned for a specified time (maximum 30 minutes).
 - 17.13 That the meeting be ended.
 - 17.14 To allow joint candidature for a non-executive position.
 - 17.15 Challenge to the Chair.
 - 17.16 Motion of Censure.
 - 17.17 Motion of Suspension.
 - 17.18 Motion to Exclude (can only be proposed by the Chair in accordance with Standing Order 6).
 - 17.19 Motion to suspend the requirements for candidature (only applies to the election under consideration).
 - 17.20 Motion to accept decisions on a general "Huzzah!", or other exclamation at the proposer's discretion.
18. Procedural motions set aside all business until they are voted on. There shall be one speech in favour of the procedural motion, and one against. The meeting shall then move to a summation by the Proposer and vote. The motion for the meeting to be ended takes precedence over any other business before the House, except procedural motions pertaining to the Chair. It may be discussed, and if passed, all business before the House is deemed to have been withdrawn and there shall be no further discussion on any subject.

Voting

19. If there is no opposition to a motion (or amendment), the Chair may take it as carried on a general 'Aye'. If any JCR member shouts 'No', or words that might be taken to indicate opposition to the motion, the motion shall be treated as opposed and must be taken on a vote.
20. The Chair and Vice-Chair shall normally be the tellers.

Bye-Law 3: Finances

Motions for Spending

1. Any item of expenditure over £100 not already included in a budget line shall require a successful Motion For Spending (hereafter MFS) to be passed at an JCR meeting. The motion must detail the item of expenditure and the amount of funds to be released.
2. A MFS shall be motion duly proposed and seconded by members of the JCR in accordance with Bye-Law 1, which seeks to release funds from the JCR for the purposes outline in the motion. MFS must be included in the agenda for that meeting, emergency MFS may only be accepted at the JCR Chair's discretion.
3. All such motions shall be reviewed by Finance Committee prior to the JCR meeting at which they are to be presented.
4. An MFS not approved by Finance Committee shall require a 75% majority in an JCR meeting to pass.

Budgets

5. All budgets with total expenditure over £750 shall be reviewed by finance committee.

Bye-Law 4: Affiliated Organisations

1. To be affiliated to the JCR, an external organisation must:
 - 1.1 Have aims and objectives in its constitution compatible with those of the JCR, and have its constitution, and any alterations made to it after affiliation, ratified by an ordinary motion of the JCR (except for minor changes which are altered in accordance with point 6 of this Bye-Law).
 - 1.2 Present the members of its Executive Committee to the JCR for ratification and/or allow the JCR to directly elect its Executive officers at a JCR meeting.
 - 1.3 All of its Executive Committee must be members of the JCR, but with no restriction on other members.
 - 1.4 Not be affiliated to DSU or any student representative body of another college or society.
 - 1.5 Have an ordinary motion of the JCR passed with a simple majority authorising their affiliation.
2. By affiliating to the JCR an external organisation gains the right to JCR facilities in furtherance of its aims and objectives.
3. The ratification or de-ratification of the Executive Committee or a member of the Executive Committee of an external organisation requires a simple majority at a JCR meeting.
4. The JCR may pass a motion to disaffiliate an external organisation. This motion must be included in the agenda of the meeting and requires a simple majority to succeed.
5. Upon disaffiliation, for whatever reason, the organisation must pay back to the JCR any grant remaining unspent at this time, and immediately pay back any debts owed to the JCR.
6. Any minor changes to an external organisation's constitution can be ratified by a unanimous vote of the JCR Executive.
7. A society constitution that has been ratified by the JCR is deemed to contain the clauses listed in Schedule 1 of the Sub-Committee and Society Regulations.
8. All Sub-Committees and Societies are responsible for ensuring that an up-to-date version of the constitutional documents are appended to Schedule 4 of the Sub-Committee and Society regulations.

Bye-Law 5: DSU Representation

1. For the purposes of this Bye-Law "DSU Meetings" shall refer to meetings of DSU Council and General Meetings.
2. The JCR shall have a number of votes at DSU Council as determined by DSU.
3. The JCR Senior DSU Rep. shall hold one vote at DSU Council.
4. If the JCR is entitled to two or more votes at DSU Council, the JCR President shall hold one vote at DSU Council.
5. If the JCR is entitled to more than two votes at DSU Council, the remaining votes shall each be held by Junior DSU Rep's who shall be elected in accordance with the election regulations.
6. Any holder of a vote at DSU Council shall be expected to attend all DSU Meetings. If a vote holder fails to attend two consecutive ordinary DSU meetings, or three in any one term, then he shall be subject to an automatic Motion of Censure, proposed by the Constitution and Standing Orders.
7. The JCR President shall be expected to attend DSU Meetings even if he does not hold a council voting card.
8. If the JCR is entitled to more voting cards than it has vote holders at a DSU Council meeting the remaining voting cards shall be distributed as per the DSU Standing Orders.
9. Any JCR member casting a vote at DSU Council on behalf of the JCR is bound by the JCR Policy Document.

Bye-Law 6: Appointment of Freshers Representatives

1. For the purposes of this Bye-Law there shall be an appointment panel, hereafter the "Panel". This panel shall consist of:
 - 1.1 The JCR President
 - 1.2 The JCR Vice-President (Undergraduate)
 - 1.3 The JCR Welfare Officer
 - 1.4 The Freshers Week Co-Ordinator (Elected in accordance with the Elections Regulations)
 - 1.5 The Freshers Week Co-Ordinator Elect (Elected in accordance with the Elections Regulations).Each member of the Panel shall have one vote only. In all other respects the Panel shall regulate its own proceedings.
2. The process for appointing the Freshers Representatives shall be as follows:
 - 2.1 Nominations by JCR members
 - 2.2 Test of commitment
 - 2.3 Interviews
 - 2.4 Decision
 - 2.5 PresentationThis entire procedure shall be completed by the end of Epiphany term.

Nominations

3. Each JCR member shall be able to nominate up to 5 JCR members that they think are suitable candidates. Any more than one nomination for a candidate from a single JCR member shall be void.
4. The period for nominations shall be open for at least 48 hours.
5. The opening and duration of nominations shall be published at least 6 clear days prior to that period. Responsibility for issuing this notice rests with the Freshers Week Co-ordinator Elect.

Test of Commitment

6. The Panel shall decide upon a test of commitment that is reflective of the qualities that the panel feels should be demonstrated by Freshers Representatives.
7. Physical strength should not be a factor in the candidate's ability to complete the test.
8. If there is any dispute regarding successful completion of the test the judgement of the Panel shall be final.
9. Notice for the test of commitment shall be published at least 6 clear days prior to the test being held. Responsibility for issuing this notice rests with the Freshers Week Co-ordinator Elect.

Interviews

10. Any candidate who has received 3 or more nominations and has passed the test of commitment shall be invited to an interview.
11. Each candidate shall be asked the same basic list of questions. This list shall be published following all candidate interviews.
12. The Panel shall endeavour to select the right candidates by a fair and thorough interview process.

Decision

13. When deciding upon individuals the Panel must endeavour to select a team rather than a group of excellent individuals.
14. The Panel shall take into account the number of nominations received by each candidate. The significance of such a factor shall be decided upon by the panel.

Presentation

15. The Panel's decision shall be presented for information at the next JCR meeting.
16. The Panel's decision shall be final.

Sub-Committee and Society Regulations

Schedule 1: Default Society Constitution

1. The aims and objectives of the society must be listed in the society constitution, or be implicitly defined within the society name, and these aims and objectives must be compatible with the aims and objectives of the JCR. The constitution of any society affiliated or wishing to be affiliated to the JCR shall be deemed to contain the following clauses. Job titles may be changed to suit a society's requirements.
2. Membership of the Society shall be open to all JCR members.
3. The Society shall have a Chair, who shall have overall responsibility for the activities of the Society.
4. The Society may only disaffiliate from the JCR if the JCR approves this decision by an ordinary motion, and/or either 66% of those society members voting, or 50% of all society members, whichever is less, vote to disaffiliate in a one-member, one-vote election, in which all those listed on the society membership list shall have the right to vote, and at least 50% of the society must vote. The voting shall be supervised by the Vice-Chair of the JCR, unless there is an objection raised to this, in which case the voting shall be supervised by an independent observer, selected in line with the JCR election regulations. Upon disaffiliation, any unclaimed JCR grant is kept by the JCR. Any debts to the JCR must be paid immediately upon disaffiliation.
5. The society, its constitution and its actions cannot contravene any part of the constitutional documents of the JCR.
6. If the society spends the JCR's money, then the Treasurer of the society may be required to attend a meeting of Finance Committee at the invitation of Finance Committee.

Schedule 2: Constitutional Reform Committee

1. The Constitutional Reform Committee (hereafter 'CRC') shall exist solely to ensure that the Constitutional documents of the JCR are current, adequate, non-contradictory, clear and relevant to the aims of the Joint Junior Common Room. It shall be run as detailed in this Schedule, and elsewhere in the Constitution.

Composition of the Committee

2. The Constitutional Reform Committee shall consist of the following members:
 - 2.1 The Chair of the JCR (non-voting)
 - 2.2 The President of the JCR
 - 2.3 The JCR Vice-Chair (non-voting)
 - 2.4 4 elected JCR Representatives (only one of whom may be a member of the JCR Executive)
3. The Committee shall have the power to co-opt non-voting members, except for a former Committee member removed by a vote of No Confidence. Any such member may be removed at any time by a majority vote of the committee.
4. The Committee shall work with the JCR Treasurer and/or Finance Committee when discussing any amendment that affects the management of the JCR Finances.
5. The Committee shall work with the Democracy Committee of DSU when discussing issues connected to the relationship between the two bodies to ensure that they are not adversely affected.

Activation of the Committee

6. The Committee shall normally be inactive. While it is inactive, no elections shall take place for the four positions of CRC Representative.
7. The Committee can be made active at any time by an ordinary motion of the JCR. Elections of the CRC Representatives shall take place as soon as possible after this in accordance with JCR Election Regulations and Standing Orders.
8. The motion of activation must specify a time limit on the activity of the Committee. The Committee may become inactive before this time limit has elapsed if it feels that there is no more work to be done.
9. If it is the view of the Committee that the time limit is insufficient, then an ordinary motion of the JCR may extend the time limit.
10. The active Committee may be made inactive at any time before its time limit elapses by an ordinary motion of the JCR.
11. It is not considered necessary to make the committee active for small changes to the Constitution, although if the JCR votes to do so, this may be done.

The functioning of the Committee

12. The active Committee shall be responsible for proposing motions and/or referenda to amend the Constitutional documents of the JCR as it sees fit.
13. Meetings of the Committee shall be open for all JCR members to attend, and the time and place of all meetings shall be publicised at least 24 hours in advance. This shall be the responsibility of the CRC chair to ensure that such notice is given.
14. The Committee shall appoint one of its members (voting or non-voting) to act as Chair of the meeting. The Chair shall have responsibility for setting a timetable for discussion of issues.
15. While the Committee is active, responsibility for the interpretation of the Constitution becomes the joint responsibility of all members of the Committee, instead of solely that of the JCR Chair and JCR President, subject to the control of the board of trustees. The Committee shall act to amend the Constitution to clarify all matters it interprets. During a meeting of the JCR however, the JCR Chair retains the responsibility to interpret the Constitution except insofar as they are overruled by a challenge to the chair.
16. The Committee shall be quorate if at least four voting members are present. An inquorate committee may not propose amendments, and any decisions made must be ratified by the next quorate meeting.

17. The Committee shall keep minutes of all its meetings. Any member of the committee may take minutes, though the CRC Chair shall be responsible for ensuring that minutes are taken, and displayed on the JCR website where available, and if not, in both Halls.
18. Any member of the Committee may call a meeting, provided that at least 24 hours notice is given.
19. The existence of an active Committee does not prevent other JCR members from proposing amendments to the Constitution, Standing Orders or Schedules in the normal way. However, the Committee shall, if at all possible, discuss any amendments proposed by another party before the relevant JCR meeting.
20. The JCR Chair shall be responsible for ensuring that all members of the Committee have an accurate and current copy of the Constitutional documents of the JCR before the first meeting.
21. The Committee shall take into account the fact that those outside the committee may not read the whole Constitution before voting upon it.

Schedule 3a: Choir

1. The Choir shall be run by a Director, who shall be appointed by his/her predecessor in consultation with the College authorities and ratified by the JCR. The Director shall be a member of the JCR. The Director shall be responsible for ensuring liaison between the Choir and the chapel, and the Choir and the Orchestra.
2. The Director may propose to the JCR for ratification a Treasurer. Any Treasurer must be a member of the JCR, and shall take responsibility for the financial management of the Choir; the Director is responsible for all financial matters unless there is a separate Treasurer.

Schedule 3b: Orchestra

1. The Orchestra shall be run by a Director, who shall be appointed by a ballot of orchestra members, and is responsible for arranging concerts. He/she shall be responsible for co-ordinating the day-to-day business of the orchestra and any social events.
2. The Director may propose to the JCR for ratification a Treasurer. Any Treasurer must be a member of the JCR, and shall take responsibility for the financial management of the Orchestra; the Director is responsible for all financial matters unless there is a separate Treasurer.

Schedule 3c: Daylight Robbery

1. The name of St. John's College JCR's mobile Disco shall be 'Daylight Robbery'. It shall provide music for JCR events without charge, and its officers shall be elected by the JCR.
2. There shall be a Daylight Robbery Organiser to be responsible for running the disco and the spending of any grant.
3. Daylight Robbery may provide music for events not organised by the JCR. Any moneys received must be spent on Daylight Robbery equipment.

Schedule 3d: Bailey Theatre Company

1. The Role of the BTC is to provide St. John's College with an active theatre company to serve the College, to promote theatre within College and to encourage JCR members from both halls to participate in BTC events and productions.
2. All officers of the BTC shall be appointed by members of the Company, subject to ratification by the JCR.
3. The Chair shall provide overall co-ordination and leadership of the committee and the company and with the Treasurer shall negotiate additional grants and loans from the JCR and the University as and when they may be required for a production.
4. The Vice-Chair shall complement and support the Chair. Whichever Common Room the Chair is from, the Vice-Chair shall ensure the remaining two Common Rooms are involved in BTC Events.
5. There shall exist a Publicity Officer, a Secretary, a Resources Officer and a Treasurer.
6. The Treasurer shall keep the accounts of the BTC and shall present accounts to the company at the first meeting of each term. The Treasurer shall ensure bills are paid as far as possible, before the end of each financial period so that these may be included in the accounts. The Treasurer shall present the accounts to the JCR Finance Committee for ratification in accordance with the Constitutional documents and shall ensure that accounts, VAT returns and payments where needed are handed to the JCR Treasurer by the end of the first week of every term, or before if the VAT deadline falls that way. Prior to significant expenditure on a BTC production, the Treasurer is to be consulted. The BTC shall aim to be self-financing as far as is possible.

Schedule 4: Finance Committee

1. Finance Committee shall consist of:
 - 1.1 Five elected JCR Representatives (Voting)
 - 1.2 JCR Treasurer
 - 1.3 JCR Assistant Treasurer
 - 1.4 JCR Chair
 - 1.5 JCR Services Manager
 - 1.6 One other representative of Tier 1 exec.
 - 1.7 A nominee of Social Events Committee

2. The Committee shall have the power to co-opt non-voting members, except for a former Committee member removed by a vote of No Confidence. Any such member may be removed at any time by a majority vote of the committee.
3. Any JCR member may attend the committee and speak, but not vote.
4. The Committee shall keep minutes of all its meetings. The chair of Finance Committee shall be responsible for ensuring that minutes are taken, and displayed on the JCR website where available, and if not, in both Halls. Any non-member of the committee attending the meeting to take minutes may speak, but not vote.
5. The Committee shall appoint one of its voting members to act as Chair of the meeting. The Chair shall have responsibility for drawing up the meeting's agenda.
6. The quorum for the meeting shall be 4 voting members.
7. The committee shall meet within 6 clear days prior to each JCR meeting where a motion for spending has been accepted by the chair. Extraordinary meetings may also be called by the Chair of Finance Committee or by either president. Notification of the meeting must be given to each member at least 24 hours before the meeting.
8. For the purposes of scrutinising JCR expenditure, Finance Committee can invite and expect the attendance of anyone who holds a post elected or ratified by the JCR that spends the JCR's money.
9. In approving expenditure to be authorised by a JCR meeting, Finance Committee shall consider primarily the good financial management of the JCR and whether the proposed expenditure is within the aims and objectives of the JCR, and only secondarily the merit or otherwise of the particular item of expenditure. In authorising expenditure not to be brought before the JCR, Finance Committee shall consider every aspect of the proposal.

Schedule 5: Welfare Committee

1. The Role of the Welfare Committee:
 - 1.1 To co-ordinate welfare campaigning and representation within the JCR.
 - 1.2 To consider requests for travel bursaries.
 - 1.3 To provide internal support to welfare officers.
2. The Committee shall consist of:
 - 2.1 The JCR Welfare Officer
 - 2.2 The Assistant Welfare Officer: Male
 - 2.3 The Assistant Welfare Officer: Female
 - 2.4 The Alumni and Careers Representative
 - 2.5 The Livers-Out Officer
 - 2.6 The LGBTA Rep.
 - 2.7 The Students' with Disabilities Rep
 - 2.8 Any other members invited by the committee necessary for the facilitation of Welfare support for all members of the JCR and its subsidiary common rooms.
3. The Committee shall invite Student2Student ('Peer Support Network' or 'PSN') Supporters at their discretion and when necessary, to aid with co-ordination.
4. The Committee shall have the power to co-opt non-voting members, except for a former Committee member removed by a vote of No Confidence. Any such member may be removed at any time by a majority vote of the committee.
5. The Committee is advised to meet at least once per term.

Schedule 6: Chair's Committee

1. The Committee shall consist of:
 - 1.1 JCR Chair
 - 1.2 JCR Vice-Chair
 - 1.3 JCR President
 - 1.4 JCR Treasurer
 - 1.5 JCR Communications Officer
2. The Committee shall have the power to co-opt non-voting members, except for a former Committee member removed by a vote of No Confidence. Any such member may be removed at any time by a majority vote of the committee.
3. The Committee shall meet 6-3 full days before every JCR meeting. Other meetings may take place as necessary.
4. The Committee shall act within the prerogative of the JCR Chair.
5. The JCR Chair shall take full account of advice given by the Committee and must provide good reasons to the Committee for not following such advice.
6. The Committee shall:
 - 6.1. Offer advice to those proposing motions to the JCR upon best practice.
 - 6.2. Provide a forum for communication between Executive and Chair/Vice-Chair.
 - 6.3. Provide a forum for innovation in development of the JCR and its activities.
 - 6.4. Ensure that agenda items meet the demands of the Constitutional documents.
 - 6.5. Ensure that JCR meetings do not suffer from foreseeable errors in planning.
 - 6.6. Encourage active participation within the JCR by its members.
8. The Committee shall keep minutes of all its meetings. Ordinarily the Vice-Chair shall be responsible for taking and displaying minutes on the JCR website where available, and if not, in both Halls.

Schedule 7: Colours Committee

1. The role of the Colours Committee is to:

- 1.1 Consider nominations for colours and half colours
- 1.2 Judge to the best of its ability which members of the JCR should be awarded colours and half colours, based on the nominations received.
2. The committee shall meet annually, before the relevant awards ceremony.
3. The committee shall consist of: JCR Chair (to chair, non-voting) A nominee of Tier 1 exec JCR Communications Officer (non-voting) JCR Sports and Societies Officer and four elected members of the JCR (to be elected at 1st Epiphany). Of these four elected members, at least one shall be a member of a society, at least one shall be a member of a sports team, and none shall be a sports team captain or society president.
4. The Communications Officer shall minute the meeting, anonymising contributions made.
5. Decisions of the committee shall require a simple majority vote.
6. Should a member of the committee be under consideration for colours, they are required to excuse themselves for the duration of such discussion.
7. Once the committee's deliberations have begun, the meeting must proceed until all decisions have been made. The meeting may not be adjourned for any reason.
8. The committee shall give a minimum of two weeks' notice before they intend to meet.
9. Nominations for colours are to be made in writing at least 48 hours before the advertised start of the committee meeting. In the time between nominations being made and the committee meeting, members of the committee may gather additional information on the candidates under consideration should they deem it necessary.
10. Nominations for colours may be made by any member of the JCR.
11. The criteria for the awarding of colours and half colours shall be as follows:
 - 11.1 Full Colours should be awarded when a player has shown evidence of strong commitment AND played/performed at a good standard, for a large proportion of their time at John's.
 - 11.2 Half Colours should be awarded when a player has show a reasonably high level of commitment, and displayed ability at their sport/discipline, while not quite fulfilling the requirements for Full Colours.
12. Though it would not be appropriate to award full colours to a player who has played/participated only in their final year, a nominee does not necessarily have to have contributed for 3 years in order to get Full Colours. They must, however, still fulfil all the requirements.

Schedule 8: Services Committee

1. This committee exists to improve communication, provide a support network and to act as a forum for the services of the JCR.
2. The committee shall consist of:
 - 2.1 The Services Manager
 - 2.2 The Assistant Services Manager
 - 2.3 The Shop Manager (where applicable)
 - 2.4 The Yearbook Editor (where applicable)
 - 2.5 The Toastie Bar Manager
 - 2.6 The Stash Rep
3. The Committee shall have the power to co-opt non-voting members, except for a former Committee member removed by a vote of No Confidence. Any such member may be removed at any time by a majority vote of the committee.
4. The committee shall meet at least three times every term at the discretion of the Services Manager.
5. The committee shall ordinarily be chaired by the Services Manager.
6. The committee shall keep minutes of all its meetings.
7. Ordinarily the JCR Assistant Services Manager shall be responsible for taking minutes, which will be made available upon request.
8. The committee shall be colloquially known as "Servi-Comm".

Schedule 9: Social Events Committee

1. The role of the SEC shall be to plan, organise and finance social events for the JCR.
2. The committee shall consist of:
 - 2.1 Social Secretary (chair)
 - 2.2 Deputy Social Secretary
 - 2.3 SEC Treasurer
 - 2.4 2x SEC Food & Formals Officers
 - 2.5 2x SEC Entertainments Officers
 - 2.6 2x SEC Decorations Officers
 - 2.7 SEC Publicity Officer
 - 2.8 SEC Technician
3. The committee shall have the power to co-opt non-voting members, except for a former Committee member removed by a vote of No Confidence. Any such member may be removed at any time by a majority vote of the committee.

Election Regulation

Schedule 1: Administration

1. All elections and referenda conducted by the JCR shall be administered by the Senior Returning Officer acting with the aid of the Assistant Returning Officers (together the 'Returning Officers').
2. The Vice-Chair of the JCR shall be the Senior Returning Officer and remaining members of Chair's Committee shall make up the Assistant Returning Officers, except that any candidate in an election, or a person proposing/seconding an option or options in a referendum may not act as Returning Officers in that election referendum. If the Vice-Chair is not eligible to act as Senior Returning Officer, the Assistant Returning Officers shall select one of their number to be Senior Returning Officer.
3. The Returning Officers and the Chair of the meeting shall not propose or second candidates in any JCR election.
4. Any ruling which the Senior Returning Officer makes in connection with an election or referendum shall be final.

Schedule 2: Method of Election and Terms of Officers of the JCR

1. Each candidate must have one proposer and one seconder who must be full members of the JCR.
2. Method of Election:
 - 2.1 JCR Executive elections shall be conducted by electronic vote.
 - 2.2 JCR Officer elections shall be conducted by 'General Aye', subject to Schedule 11.
 - 2.3 All those elected take office immediately, except those elected at the last meeting of each term, who take office at the end of that term, and except where otherwise stated in Schedule 15 and in this clause.
3. Vacancies:
 - 3.1 If a position on the Executive become vacant before the term specific in these Regulations, and a successor has not been elected, a by-election shall be held by electronic vote within 14 days of the vacancy occurring. The candidate elected shall take up office upon the declaration of the result.
 - 3.2 If an Officer position becomes vacant before the term specified in these Regulations, and a successor has not been elected, a by-election may be held at the next ordinary JCR meeting with the agreement of the JCR Chair and Vice-Chair. The candidate elected shall take up office at the close of the meeting at which he was elected.
 - 3.3 If any position becomes vacant and the next incumbent has been elected but has not taken office, then he shall be informed of the vacancy and have 48 hours to make a decision upon taking office. If he decides to take up office, then he shall take office for the remainder of his predecessor's term of office as well as his own normal term. If he declines to fill the vacancy or does not reply within 48 hours, the procedure in 3.7 shall be followed, except that no by-election need be held.
 - 3.4 If the holder of a position becomes temporarily incapacitated, the procedure in g. shall be followed until the holder decides to return to his position.
 - 3.5 If the position of JCR President becomes vacant, the JCR Vice-Presidents shall jointly take on the responsibilities of that post relating to the JCR until a by-election can be held.
 - 3.6 If the position of JCR Senior DSU Representative becomes vacant, the Junior DSU Representatives shall jointly assume this position until a by-election can be held. If there are no Junior DSU Representatives then the JCR Executive may appoint any member of the JCR to assume the position until a by-election can be held.
 - 3.7 If any other Officer or Committee Post becomes vacant before the term specified in these regulations, and the JCR Executive is of the opinion that this post has a necessary task to perform before a by-election can be held, the JCR Executive may either appoint any JCR member to occupy the vacant post and fulfill the tasks required or jointly take on the responsibilities of the post until a by-election can be held or until the successor takes up office.

Schedule 3: Joint Elections to a Single Post

1. A Joint Candidate shall be defined as two (or more) members of the JCR who are standing as a single candidate for the purposes of election.
2. JCR Executive positions may not be filled by Joint Candidates.
3. A Joint Candidate may stand for a non-exec position only if a procedural motion to allow this is passed immediately beforehand and subject to the conditions of candidature. All members are jointly and severally responsible for the actions of the Joint Candidate as a whole.
4. If elected, Joint Candidates shall be treated as an individual (including for the purposes of motions of censure, suspension, no confidence, resignation and voting or quoracy in the capacity of the position).

Schedule 4: Method of Election & Terms of Office of JCR Representatives to External Organisations

1. Elections of representatives to external organisations shall be subject to JCR regulations and the rules of the external organisation. If there is a conflict between the rules of the external organisation and the JCR's Standing Orders, the former shall take precedence.
2. In the event of a vacancy in any of these positions, the JCR President (or a person acting in that capacity) shall determine substitute representatives in accordance with Schedule 2 pending the filling of the vacancy.

Schedule 5: Holding Of Incompatible Offices

1. The JCR Chair, JCR Vice-Chair, and members of the JCR Executive shall upon taking office offer his resignation for any officer or committee post which he holds within the JCR. The JCR shall decide, by a simple majority whether to accept any such resignations.
2. JCR members may stand for a position that is incompatible with a position that he currently holds, subject to Schedule 15, however, he is deemed to have resigned from these positions immediately upon taking office for the new position.

Schedule 6: Deadlines and Notice of Elections

1. The Senior Returning Officer shall set the dates of the ballot and the deadline for the submission of JCR Executive manifestos for JCR Executive elections. The deadline for these shall not be fewer than 6 clear days but not more than 13 clear days before the first date of the ballot.
2. Manifestos for Non-Executive election shall close no later than 24 hours before the start of the relevant JCR Meeting.
3. Notice of all elections and the close of manifestos shall be given not fewer than five clear days before the deadline.

Schedule 7: Manifestos

1. Candidates for Executive elections must produce a manifesto, which the Returning Officers shall display in a prominent place in College. Failure to submit a manifesto before the manifesto deadline shall result in the candidate being ruled out of order. Manifestos for Executive elections shall include one photograph of the candidate.
2. Candidates for all posts listed under Schedule 14 as requiring a manifesto shall submit a manifesto of not more than 250 words in length, before the close of manifestos, which the Returning Officers shall display in a prominent place in College. Failure to submit a manifesto before the manifesto deadline shall result in the candidate being ruled out of order.
3. All manifestos shall be headed with the title and date of the election it relates to and the name of the candidate and of his proposer and seconder. This shall not be included in the word count.
4. Manifestos shall not contain any statement which refers to any other candidate for the same positions or any statement which if published could result in legal action being taken against the JCR.
5. Upon request by the Senior Returning Officer, Executive election candidates must produce an electronic manifesto.

Schedule 8: Elections Publicity

1. Election publicity is anything which is believed to have been produced, published or distributed with the intention of affecting the outcome of a JCR election, or in the knowledge that it would be likely to influence the outcome of a JCR election. This shall be decided by a Returning Officer.
2. Election publicity shall not include private communication between persons known to each other.
3. The following shall be the only acceptable forms of election publicity in JCR elections. They must be approved and signed by one of the Returning Officers.
 - 3.1 Posters.
 - 3.2 Table Slips.
 - 3.3 All other items approved by the Senior Returning Officer.
4. The following shall not be acceptable as forms of election publicity in JCR elections.
 - 4.1 Electronic Information (including but not limited to bulk e-mail, forum posting and public or bulk Facebook communication).
 - 4.2 Telephone and fax based campaigning.
 - 4.3 Door slips.
 - 4.4 Stickers.
 - 4.5 Shouting or artificially magnified voice projection.
 - 4.6 Other practices deemed by the Senior Returning Officer to invade the privacy of, or cause inconvenience to members of the JCR.
5. No candidate shall pay a third party to assist in the distribution of election publicity.
6. No person may remove, deface or destroy any item of approved election publicity before the date of the election without the permission of the candidate or the Returning Officers.
7. The Senior Returning Officer shall ensure that all election publicity that does not comply with these election regulations is removed as soon as possible.
8. The 'expenditure limit' shall be the maximum amount of money which the candidate may spend in conducting an election campaign. This shall be £15 and shall be inclusive of value added tax. The candidates shall present receipts at the request of the Senior Returning Officer.
9. JCR members wishing to campaign on behalf of re-opening nominations (RON) must obtain the permission of the Senior Returning Officer.
10. Publicity on behalf of RON should not be intended to affect one candidate or group of candidates more than any other candidate or group of candidates.
11. A manifesto for RON shall be produced by the Returning Officers. It shall contain a description of the purpose of RON within an STV election, including an example of the placing of RON between two human candidates. It shall otherwise conform to all requirements for manifestos, save that where there are multiple elections contested simultaneously, only one RON manifesto need be produced. RON shall be proposed and seconded on the manifesto by the Constitution and Standing Orders. Such a manifesto must be produced for executive and presidential elections.
12. Any member of the JCR wishing to campaign on behalf of an option in a referendum (other than the proposer and seconder of that option) must obtain the permission of the Senior Returning Officer.

13. Such campaigns shall abide by all the regulations applicable to campaigns for candidates in elections, except those concerning distribution and expenditure limits.
14. All referenda publicity must be approved and signed by the Returning Officers. Any referendum publicity not so marked may be removed without warning by any member of the JCR.

Schedule 9: Hustings

General

1. Hustings shall consist of a speech followed by the putting of questions, as directed by the Chair, to each of the candidates in an election.
2. If a candidate is unable to attend, then his proposer or seconder may hust on his behalf.
3. The Chair shall rule out of order any question which he deems to be unfair to any candidate or group of candidates, or which is likely to lead to an answer which is defamatory or offensive, or which cannot be answered without breaching Election Regulations. All questions must be applicable to all candidates in the election, including RON.

Elections

1. Hustings sessions for Executive positions shall be chaired by the Senior Returning Officer and minuted by an Assistant Returning Officer.
2. Hustings shall be held for any position that is listed in Schedule 15 as requiring a manifesto.
3. Hustings shall be held if the number of candidates (excluding RON) exceeds the number of available positions.
4. If neither 2.2 nor 2.3 applies, then hustings shall only be held if any member of the JCR so requests before the commencement of voting.
5. The Chair of such hustings shall be the Chair of the meeting at which the election takes place, subject to sub-section a.
6. The details of such hustings shall be recorded in the minutes of the meeting.

Schedule 10: Voting Procedure

Voting at JCR Meetings

1. In the case of an election at a JCR meeting, any member of the JCR who is present at the meeting shall be entitled to vote, the Chair and Vice-Chair.
2. Methods of election are:
 - 2.1 General 'aye'.

Votes by general 'aye' shall be overseen by the Chair, and if there is a single 'no' then the vote shall go to a show of hands as outlined in sub-section 1.4
 - 2.2 Show of hands.

Votes by a show of hands shall be overseen by the Chair and the Senior Returning Officer and shall require a simple majority. The Senior Returning Officer may use his discretion to call an 'overwhelming' verdict.
 - 2.3 Paper Ballot.

Votes by paper ballot shall be overseen by the Chair and the Senior Returning Officer and shall take place during the meeting. The ballot papers are to be provided by the Senior Returning Officer.
 - 2.4 Electronic vote.

Electronic vote shall have quoracy of one sixth of the JCR membership and shall be open for no longer than 14 clear days and no less than 1 clear day, at the discretion of the Senior Returning Officer. In the event of an electronic vote failure, a paper ballot shall be used at the next JCR meeting.
3. Where the number of candidates is equal to or less than the number of places to be filled, then those candidates may be considered severally by general 'aye', provided there is no objection from any person entitled to vote or there is a call to hust.
4. If the position to be elected requires the submission of a manifesto, or there has been an objection to taking a vote by general 'aye' as outlined in sub-section b, or a call to hust is made, then the candidate must leave the room and the vote shall be by a show of hands.
5. The options shall be the candidates and RON.
6. Where the number of candidates is greater than the number of places to be filled in a multiple post election, then a paper ballot will be mandatory, subject to 1.7.
7. This clause is subject to a procedural motion to hold the vote by other means outlined in the motion.

Executive Elections

8. Executive elections shall be conducted by electronic vote except in the case of an electronic vote system failure, in which case a paper ballot will be used.

Schedule 11: Vote Counting Procedures

Vote by general 'aye'

1. The Chair, in the absence of a 'no', will deem the candidate elected. A 'no' will be taken to be an objection to the voting method, as outlined in Schedule 10.2.1.

Vote by show of hands

2. A vote by show of hands shall be counted by the Chair and the Senior Returning Officer and announced immediately.

Vote by paper ballot

3. A vote by paper ballot shall be counted as soon as practical after the meeting at which the vote took place by the Returning Officers.
4. The Senior Returning Officer must be present at the count.
5. Each candidate in the election shall be entitled to attend the count. No person present at the count may reveal any details regarding the count to anyone not present at the count whether directly or indirectly, until the result has been formally announced by the Senior Returning Officer. Candidates unable to be present at the count may nominate any member of the JCR who is not a Returning Officer to be an observer in his place.
6. The procedure for the counting of ballots shall follow the Single Transferable Vote (STV) system as interpreted by the Senior Returning Officer. The basics shall be outlined below:

1. The first round of counting shall allocate the posts reserved for restricted categories (e.g. gender requirements) using the first preference votes of ballots under a first past the post system. If this is not required, then start at round 3.
2. Those who are elected under this first past the post system shall have their ballots re-allocated based on the second preference votes.
3. The quota shall be calculated by totaling the number of ballots cast, dividing that by the number of positions left available + 1, and then adding 1 to that total.
4. The votes for each candidate shall be totaled (including second preference votes from round 1).
5. If a candidate's total is equal to, or more than the quota, then they are elected, and their ballots shall be re-distributed among the other candidates and restart the process at round 3, unless all positions are filled, in which case the count has finished. If not, then move to round 6.
6. If no candidate is elected, then the candidate with the lowest number of votes is eliminated from the process and their votes are re-distributed. This is continued until a candidate reaches quota. When this happens, move back to round 5.

7. If at any time during the process there is a tied vote which affects the outcome of the election, then the candidate to be elected shall be selected by a random method determined by the Senior Returning Officer. If one of the tied candidates is RON, then RON's candidature shall be withdrawn.
8. If a ballot paper is not marked with a clear, unambiguous preference, as determined by the Senior Returning Officer, it shall be deemed spoilt and invalid.

Electronic Vote

9. The vote shall be counted using the method outlined in 3.4. The votes must be counted by a computer as soon as practicable after the close of the ballot.

Schedule 12: Declaration of Results

1. Results for elections shall be declared in a prominent place within College as soon as is practical at the conclusion of the count. Full numerical results shall be available on request and kept by the JCR Vice-Chair.

Schedule 13: Actions on Breaches of Election Regulations

1. In the event of a serious breach of Election Regulations, the Senior Returning Officer, in consultation with the Assistant Returning Officers may either rule one or more candidates out of order, or rule the election as a whole out of order.
2. Where a candidate is ruled out of order following the count, and it is possible to re-count the votes, this shall be done.
3. The election shall be ruled out of order if in the opinion of the Senior Returning Officer there are reasonable grounds to believe that:
 - 3.1 Any votes were cast prior to the first date of voting.
 - 3.2 The vote was open for a significantly shorter period than prescribed by these regulations.
 - 3.3 Turnout is below one sixth of members of members eligible to vote.
 - 3.4 The voting system was subject to any other form of gross electoral malpractice.
 - 3.5 There has been a serious breach of any other part of the Constitutional Documents which may have affected the outcome of the election.
4. The Senior Returning Officer, in consultation with the Assistant Returning Officers, may, in exceptional breaches of the Election Regulations, take such actions against one or more candidates as he deems necessary to restore fairness to the election. In the event of such actions, the Senior Returning Officer must present his decision at the next JCR Meeting.
5. The result of an election shall not be declared or published if the election has been ruled out of order, or if there is a significant chance that it will be.
6. If an election is ruled out of order, the election shall be re-run as soon as practical as deemed by the Returning Officers.

Schedule 14: Elections of Executive Positions

Position	Election date	Man.	Conditions of candidature
JCR President	Wks 2-3 of Ep.	x	Must be prepared to live in College throughout term of office. Cannot be held jointly.
JCR Treasurer	Wks 4-8 of Ep.	x	Must be prepared to live in College in Michaelmas and Epiphany terms. Cannot be held jointly.
JCR Vice-President: Cranmer	1 st Meeting after CCR	x	Must be a member of the Cranmer Common Room. Cannot

	Presidential Election		be held jointly.
JCR Vice-President: Postgraduate	1 st Meeting after MCR Presidential Election	x	Must be a member of the Middle Common Room. Cannot be held jointly.
JCR Vice-President: Undergraduate	Wks 4-8 of Ep.	x	Must be an undergraduate member of St John's College. Must be prepared to live in College in Michaelmas and Epiphany terms. Cannot be held jointly.
JCR Communications Officer	Wks 4-8 of Ep.	x	Cannot be held jointly.
JCR Senior DSU Rep	Wks 4-8 of Ep.	x	Must be a member of the DSU. Must have attended two ordinary DSU meetings (either ordinary Council meetings or General Meetings) before close of nominations. Cannot be held jointly.
JCR Services Manager	Wks 4-8 of Ep.	x	Cannot be held jointly.
JCR Social Secretary	Wks 4-8 of Ep.	x	Must be prepared to live in College in Michaelmas and Epiphany terms. Cannot be held jointly.
JCR Sports & Societies Officer	Wks 4-8 of Ep.	x	Cannot be held jointly.
JCR Welfare Officer	Wks 4-8 of Ep.	x	Must be prepared to live in College in Michaelmas and Epiphany terms. Cannot be held jointly.

In addition, the following elections are run in the same fashion as Executive elections:

Position	Election date	Man.	Conditions of candidature
JCR Chair	Wks 4-8 of Ep.	x	Must have attended two ordinary JCR meetings before close of nominations. Cannot be held jointly.
JCR Vice-Chair	Wks 4-8 of Ep.	x	Cannot be held jointly.

Schedule 15: Elections of Non-Executive Positions

1. Timetable for elections of non-executive positions:

Position	Election date	Man.	Conditions of candidature	Line Manager	Intro'd	Updated
Assistant Environment Rep	Mic 1			Enviro Rep		Mic 2 2010
23 North Bailey House Committee Rep	Mic 1		Lives in 23 North Bailey. Cannot be held jointly.	VP*		
28 North Bailey House Committee Rep	Mic 1		Lives in 28 North Bailey. Cannot be held jointly.	VP*		
Cranmer House Committee Rep	Mic 1		Lives in Cranmer. Cannot be held jointly.	VP*		
Cruddas House Committee Rep	Mic 1		Lives in Cruddas. Cannot be held jointly.	VP*		
Haughton House Committee Rep	Mic 1		Lives in Haughton. Cannot be held jointly.	VP*		
Linton House Committee Rep	Mic 1		Lives in Linton or Linton Wing. Cannot be held jointly.	VP*		
5 Finance Committee Reps	Mic 1		Cannot be held jointly.	Treasurer		
Library Rep	Mic 1			VP*		Easter 1 2006 (CRC)
Olav's Consort	Mic 1			Social Sec	Mic 1 2008	Easter 3 2009
Toastie Bar Manager	Mic 1		Lives in College at time of election.	Services		Mic 3 2009
Community Outreach Secretary	Mic 2			Outreach Coord	Mic 3 2009	
Community Outreach Treasurer	Mic 2			Outreach Coord	Mic 3 2009	
Community Outreach Publicity, Decorations & Recruitment	Mic 2			Outreach Coord	Mic 3 2009	
DUCK Publicity & Decorations Officer	Mic 2			Senior DUCK Rep		Mic 2 2010

DUCK Secretary	Mic 2			Senior DUCK Rep		Mic 2 2010
DUCK Sponsorship Secretary	Mic 2			Senior DUCK Rep	Mic 1 2005	Mic 2 2010
DUCK Treasurer	Mic 2			Senior DUCK Rep		Mic 2 2010
Interviewee & Open Day Rep Coordinator	Mic 2	x		President		
6 Interviewee & Open Day Reps	Mic 2		At least one male, one female.	Interviewee and Open Day Rep Coordinator		
Assistant Food & Formals Officer	Mic 3			Food & Formals Officer	Mic 1 2010	
Keeper of the JCR Records	Mic 3	x		Comms	Mic 3 2008	Mic 2 2010
Students' with Disabilities Officer	Mic 3	x		Welfare	Mic 3 2007	
Year Abroad Rep	Mic 3		Must have done a year abroad as part of their University of Durham degree.	Welfare		Mic 2 2010
Assistant Services Manager	Ep 1	x	Lives in College. Cannot be held jointly.	Services		Michaelmas 2 2010
Assistant Treasurer	Ep 1	x		Treasurer	Mic 3 2008	Michaelmas 2 2010
4 Colours Committee Reps	Ep 1		At least one society member and one sports team member. Cannot include captains or presidents.	VP*	Ep 3 2009	
Yearbook Editor	Ep 1	x		Services		
Yearbook Sub-editor	Ep 1			Yearbook Ed		
Yearbook Art & Design	Ep 1			Yearbook Ed		
2 Bar Decorations & Publicity Officers	Ep 2		Cannot be SEC officers.	Senior Bar Officer		
Freshers' Week Co-ordinator	Ep 2	x	Takes office at Noon on the last day of Easter term.	President		
Assistant Communications Officer	Ep 3	x	Cannot be held jointly.	Comms		
As many Junior DSU Reps as are required by Bye-law 5.	Ep 3	x	Must be DSU members. Cannot be held jointly.	Senior DSU		
2 SEC Decorations Officers	Ep 3			Social Sec		
2 SEC Entertainments Officers	Ep 3			Social Sec		(2 nd) Mic 1 2006
SEC Food Officer	Ep 3			Social Sec		
SEC Publicity Officer	Ep 3			Social Sec		
SEC Technician	Ep 3			Social Sec		
SEC Treasurer	Ep 3	x		Social Sec		
Deputy Social Secretary	Ep 3	x		Social Sec		
Community Outreach Coordinator	Easter 1	x		President	Mic 2 2009	Mic 2 2010
Senior DUCK Rep	Easter 1	x		President		Ep 3 2007; Mic 2 2010
DUCK Vice-Chair	Easter 1			Senior DUCK Rep		Mic 2 2010
Fair Trade Rep	Easter 1			Services	Easter 1 2010	
International Students' Rep	Easter 1	x		President		Easter 2 2009
Alumni & Careers Rep	Easter 2	x		Welfare	Easter 3 2009	Mic 2 2010
IT Rep	Easter 2	x		Comms		Mic 2 2010
LGBTa Rep	Easter 2	x		Welfare		Easter 1 2006 (CRC)
Assistant Welfare Officer Male	Easter 3	x	Lives in College. Must be male. Cannot be held jointly.	Welfare		
Assistant Welfare Officer Female	Easter 3	x	Lives in College. Must be female.	Welfare		

			Cannot be held jointly.			
Daylight Robbery Organiser	Easter 3			Treasurer		
Environment Rep	Easter 3	x		VP*		
Food & Formals Officer	Easter 3	x		VP*	Mic 1 2010	
Livers'-Out Officer	Easter 3	x	Not living in College next year. Cannot be held jointly.	Welfare		
Loo News Editor	Easter 3		Cannot be a member of WelComm.	Comms		
Stash Rep	Easter 3			Services		Mic 2 2010
Website Rep	Easter 3	x		Comms		
4 CRC Members	As necessary		Activated by Schedule x. Maximum of one member from the JCR Executive. Cannot be held jointly.	President		
Shop Manager	As necessary		Optional: at the discretion of the Services Manager.		Mic 1 2005	

*Those positions reporting to a VP may ordinarily be supervised by the Undergraduate Vice-President.

2. The following positions cannot be held concurrently with any other JCR Position:
 - 2.1 JCR Chair
 - 2.2 JCR Vice-Chair
 - 2.3 Members of the JCR Executive.
3. Additional posts requiring ratification:

Position	Ratification date	Chosen by
Photographic Society Chair	1st Michaelmas	Photographic Society
Poker Society Chair	1 st Michaelmas	Poker Society
Amnesty Society Chair	3 rd Michaelmas	Amnesty Society
Christian Union Reps	2nd Epiphany	Christian Union
Senior Bar Officer	2nd Epiphany	Bar Licensee
Bar Accountant	2nd Epiphany	Bar Licensee
Bar Cellarman	2nd Epiphany	Bar Licensee
Assistant Bar Accountant	3rd Epiphany	Senior Bar Officer
Assistant Bar Cellarman	3rd Epiphany	Senior Bar Officer
BTC Chair	3rd Epiphany	BTC
BTC Vice-Chair	3rd Epiphany	BTC
BTC Secretary	3rd Epiphany	BTC
BTC Treasurer	3rd Epiphany	BTC
BTC Publicity Officer	3rd Epiphany	BTC
BTC Resources Officer	3rd Epiphany	BTC
Orchestra Chair	3rd Epiphany	Orchestra
Orchestra Treasurer	3rd Epiphany	Orchestra
Ski & Snowboard Club President	3rd Epiphany	Ski & Snowboard Club
Boat Club Captain	3rd Epiphany	Boat Club
Boat Club Men's Captain	3rd Epiphany	Boat Club
Boat Club Women's Captain	3rd Epiphany	Boat Club
Boat Club Treasurer	3rd Epiphany	Boat Club
Boat Club Secretary	3rd Epiphany	Boat Club
Boat Club Social Secretary	3rd Epiphany	Boat Club
Boat Club Boatman	3rd Epiphany	Boat Club
Boat Club Head Cox	3rd Epiphany	Boat Club
Boat Club Health & Safety Officer	3 rd Epiphany	Boat Club
Croquet Captain	1st Easter	Croquet club
Law Society President	2 nd Easter	Law Society
Law Society Treasurer	2 nd Easter	Law Society
Law Society Social Co-ordinator	2 nd Easter	Law Society
Men's Rugby Captain	3rd Easter	Men's Rugby Team
Women's Rugby Captain	3rd Easter	Women's Rugby Team
Men's Basketball Captain	3rd Easter	Men's Basketball Team
Women's Basketball Captain	3rd Easter	Women's Basketball Team

Netball Captain	3rd Easter	Netball Team
Men's Football Captain	3rd Easter	Men's Football Team
Women's Football Captain	3rd Easter	Women's Football Team
Men's Hockey Captain	3rd Easter	Men's Hockey Team
Women's Hockey Captain	3rd Easter	Women's Hockey Team
Men's Badminton Captain	3rd Easter	Badminton Team
Women's Badminton Captain	3rd Easter	Badminton Team
Cricket Captain	3 rd Easter	Cricket Team
Pool Captains	3rd Easter	Pool Team
Darts Captain	3rd Easter	Darts Team
Squash Captain	3rd Easter	Squash Team
Swimming Captain	3rd Easter	Swimming Team
Lacrosse Captain	3rd Easter	Lacrosse Team
Ultimate Frisbee Captain	3 rd Easter	Ultimate Frisbee Team

JCR Appendices

Appendix 1: Job Descriptions of JCR Officers

Alumni & Careers Rep.

Election: Easter 2.

Prerequisites: Manifesto.

Responsibilities: Liaises with the St John's Society President, to inform alumni of events and news in and around College; promotes awareness of the Society among Leavers. Works with John's Alumni Office and the DSU to arrange and/or publicise careers events and talks, and acts as a signpost for those wanting further information.

Average workload: 1-2 hours per week.

Assistant Communications Officer.

Election: Ep 3.

Prerequisites: Manifesto. Cannot be held jointly.

Responsibilities: Assisting in printing and delivery of 'This Week' to livers-out, and deputises for the Comms Officer in attending and/or minuting meetings and committees. Other duties as asked by the Comms Officer.

Average workload: 2-3 hours per week.

Assistant Environment Rep.

Election: Mic 1.

Prerequisites: None.

Responsibilities: Highlights environmental issues with the Environment Rep, and fields comments and criticism.

Average workload: 1 hour per week.

Assistant Food & Formals Officer.

Election: Mic 3.

Prerequisites: None.

Responsibilities: Assists the Food & Formals Rep with the setting-up, running, and clearing up of College formal dinners each week. Deputises for the Food & Formals Rep when necessary. Attends the termly Catering Committee. Has a guaranteed place on College formal dinners.

Average workload: 1-2 hours per week.

Assistant Services Manager.

Election: Mic 1.

Prerequisites: Manifesto. Lives in College if the JCR Services Manager lives out. Cannot be held jointly.

Responsibilities: Assisting the Services Manager as necessary. Tasks often involve: collecting laundry cash daily, selling photos, being on call for general Services issues in College, deputising for the Services Manager on committees, and carrying out the Shop Manager's duties if the post remains vacant/is deemed unnecessary.

Average workload: 2-4 hours per week, on a daily basis.

Assistant Treasurer.

Election: Ep 1.

Prerequisites: Manifesto.

Responsibilities: To assist the Treasurer wherever necessary in the day-to-day running of JCR finances. Duties may include helping to prepare the budget, deal with incoming and outgoing cheques, managing the Debtors' List, etc. Attends Finance Committee.

Average workload: 2-4 hours per week.

Assistant Welfare Officer – Female.

Election: Easter 3.

Prerequisites: Lives in College. Must be female. Requires manifesto. Cannot be held jointly.

Responsibilities: Acts as a source of welfare supplies, and helps the JCR Welfare Officer to publicise campaigns, arrange events, etc. Attends WelComm, and gives views on issues that arise. Acts as a confidential point for problems, if necessary, arranging specific 'opening hours' each week, and suggests solutions or other people or organisations to turn to.

Average workload: 2-3 hours per week.

Assistant Welfare Officer – Male.

Election: Easter 3.

Prerequisites: Lives in College. Must be male. Requires manifesto. Cannot be held jointly.

Responsibilities: Acts as a source of welfare supplies, and helps the JCR Welfare Officer to publicise campaigns, arrange events, etc. Attends WelComm, and gives views on issues that arise. Acts as a confidential point for problems, if necessary, arranging specific 'opening hours' each week, and suggests solutions or other people or organisations to turn to.

Average workload: 2-3 hours per week.

2 Bar Decorations & Publicity Officers.

Election: Ep 2.

Prerequisites: Cannot be a member of SEC.

Responsibilities: Decorate the bar and its surroundings (such as the Bar Overspill), as appropriate for Bar events. Responsible for creating decorations, purchasing or finding material, and placing them. Publicises events in and around the bar to John's students, through appropriate media – e.g. posters, This Week, Facebook, etc.

Average workload: 1-2 hours per week.

4 Colours Committee Reps.

Election: Ep 1.

Prerequisites: Must include at least one society member, and one sports team member. No member can be a sports team captain or society chair.

Responsibilities: Publicises and attends the yearly Colours Committee to debate upon and award Colours. Subject to Sub-Committee and Society Regulation Schedule 7.

Average workload: 5 hours per year, mainly in one meeting.

Community Outreach Coordinator

Election: Easter 1.

Prerequisites: None.

Responsibilities: Works with organisations outside College to arrange and take part in volunteering opportunities in the North-East.

Average workload: 1-2 hours per week.

Community Outreach Pubs, Decs & Recruitment.

Election: Mic 2.

Prerequisites: None.

Responsibilities: Advertises Community Outreach events and organises decorations, encouraging people to take part in these activities.

Average workload: 1 hour per week.

Community Outreach Secretary.

Election: Mic 2.

Prerequisites: None.

Responsibilities: Assists the Officer as necessary in dealing with bodies inside and outside College.

Average workload: 1 hour per week.

Community Outreach Treasurer.

Election: Mic 2.

Prerequisites: None.

Responsibilities: Organises and coordinates Community Outreach finances to raise and spend money in an appropriate way. Attends FiComm.

Average workload: 1 hour per week.

4 Constitutional Reform Committee Members.

Election: As required by motion.

Prerequisites: Can include one Exec member.

Responsibilities: Sit in Committee in accordance with Sub-Committee and Society Regulation Schedule 2, to rule upon Constitutional questions and edits.

Average workload: 2 hours per week.

Daylight Robbery Organiser.

Election: Easter 3.

Prerequisites: None.

Responsibilities: Looks after and uses the JCR's light and sound equipment, ensuring that it is kept securely and in good working order. Manages and arranges its use by College members and outside agencies at College functions. Works closely with the SEC Technician.

Average workload: 1-2 hours per week.

Deputy Social Secretary.

Election: Ep 3.

Prerequisites: Manifesto.

Responsibilities: Liaising with the JCR Social Secretary in organising events; deputising in organising and attending events and meetings; assisting in the coordination of the SEC team. In a nutshell, helps to come up with ideas, and execute them. Sits on SEC.

Average workload: 5-6 hours per week, variable.

DUCK Vice-Chair.

Election: Easter 1.

Prerequisites: None.

Responsibilities: Helps the Senior DUCK Rep to accomplish his/her aims, as requested, and deputises at events.

Average workload: 2-3 hours per week.

DUCK Publicity and Decorations Officer.

Election: Mic 2.

Prerequisites: None.

Responsibilities: Publicises DUCK events by all appropriate media – e.g. posters, This Week, internet, etc. Organises decorations for DUCK events.

Average workload: 2-3 hours per week.

DUCK Secretary.

Election: Mic 2.

Prerequisites: None.

Responsibilities: Coordinates various fundraising drives within and without College, and helps to organise in-College events.

Average workload: 2-3 hours per week.

DUCK Sponsorship Secretary.

Election: Mic 2.

Prerequisites: None.

Responsibilities: Seeks sponsorship for DUCK events and initiatives, from outside the university, from the DSU, or from sources within College. Helps those on fund-raising drives to sign up sponsors, if requested.

Average workload: 1-2 hours per week.

DUCK Treasurer.

Election: Mic 2.

Prerequisites: Must consult with the JCR Treasurer before election.

Responsibilities: Looks after DUCK finances, and ensures that money collected goes to the appropriate organisations. Petitions the JCR for funding, if necessary.

Average workload: 2-3 hours per week.

Environment Rep.

Election: Easter 3.

Prerequisites: Manifesto.

Responsibilities: Publicises Environmental issues to the student population, and works with College authorities, presenting students' views.

Average workload: 1 hour per week.

Fair Trade Rep.

Election: Easter 1.

Prerequisites: None.

Responsibilities: Liaises with the Just World Coffee Shop, the JCR, and College, to ensure that the Fair Trade movement is given proper representation and consideration, given the historic place of St John's College, Durham, within the history of the Fair Trade movement.

Average workload: Less than 1 hour per week.

I.T. Rep.

Election: Easter 2.

Prerequisites: None.

Responsibilities: To oversee the smooth running of I.T. Facilities in John's; i.e. to ensure that the printer in the Cranmer Computer Room is stocked, that computers are working, and to report any problems/faults to ITS. Should also be willing to help when people encounter technical difficulties – e.g. connecting to the Durham University Network or losing files.

Average workload: 1-2 hours per week.

JCR Chair.

Election: See Election Regulation 14.

Prerequisites: Exec Manifesto. See Election Regulation 15.ii.

Responsibilities: Responsible, along with the President (and to some extent, the Vice-Chair), for interpreting, ruling upon, and updating all aspects of the Constitutional documents, as mandated by the JCR or CRC; acts as the impartial referee on most democratic matters.

Organises all aspects (including publicity, refreshments, etc) of and chairs JCR meetings, and Chair's Committee, as effectively as possible, and coordinates/arranges other democratic activities, as requested (e.g. ensuring that the website remains up to date on these matters). May be asked to sit upon JCR Exec in an advisory role. Attends FiComm and CRC in a non-voting capacity.

Average workload: 5-6 hours per week, including vacations; variable depending upon workload assumed by the JCR Vice-Chair.

JCR Communications Officer.

Election: See Election Regulation 14.

Prerequisites: Exec Manifesto. See Election Regulation 15.ii.

Responsibilities: Presents information to the JCR. Solicits or demands contributions for This Week and the Weekly Emails, producing and distributing these to a deadline as necessary. In charge of noticeboards and ensuring that posters comply to the relevant policy.

Oversees development of the JCR website. Runs the yearly room ballot. Minutes committee meetings, including JCR Meetings and Exec Meetings.

Average workload: 5-6 hours per week.

JCR Senior DSU Rep.

Election: See Election Regulation 14.

Prerequisites: Must have attended at least two DSU Meetings in the last year. Exec Manifesto. Cannot be held jointly. See Election Regulation 15.ii.

Responsibilities: Attends all DSU (Durham Students' Union) meetings, working with the President to formulate policy on issues that affect John's or the manner in which it is represented to the wider community through the DSU. Presents feedback to John's and/or the DSU as appropriate, and working with the Junior DSU Reps, raises awareness of DSU events and issues within College.

Average workload: 4-5 hours per week.

JCR President.

Election: See Election Regulation 14.

Prerequisites: Exec Manifesto. Lives in the President's Flat in Linton from Easter to Epiphany. See Election Regulation 15.ii.

Responsibilities: Is the figurehead of JCR activities, and leads the Executives in external and internal representation and decision-making. Member of all internal committees, and external bodies such as DSU Council, College Council, etc, with duties and responsibilities as outlined throughout the Constitution. Especially, can be held legally responsible for financial (in conjunction with the Treasurer) and democratic (in conjunction with the Chair) issues. Discussion needed with the incumbent if position considered; exhaustive hand-over should be provided.

Average workload: 20+ hours per week, commitment throughout vacations, availability throughout the year.

JCR Services Manager.

Election: See Election Regulation 14.

Prerequisites: Exec Manifesto. See Election Regulation 15.ii. Cannot be held jointly.

Responsibilities: Runs JCR services, in consultation and assisted by Services team. Services under his purview include: running the laundry; arranging and selling of photos and stash; stocking, advertising, and running of the JCR shop; running the pool table, ItBox and vending machines.

Average workload: 7-8 hours per week.

JCR Social Events Committee Chair.

Election: See Election Regulation 14.

Prerequisites: Exec Manifesto. See Election Regulation 15.ii. Cannot be held jointly.

Responsibilities: Working with the SEC team, organises, sets up, runs, and clears away social events, ensuring that they meet demand and budgetary constraints. Major events include: the Bailey Ball, Epiphany Ball, John's Day, Leavers' Ball, Mega Formals, Formals, bops, and other events as required.

Average workload: 7-8 hours per week.

JCR Sports & Societies Officer.

Election: See Election Regulation 14.

Prerequisites: Exec Manifesto. See Election Regulation 15.ii. Cannot be held jointly.

Responsibilities: Liaises with Sports Captains and Societies Chairs to arrange equipment, funding and fixtures. Organises events such as John's-Chad's Day. Ensures that Sports and Societies have active members, and encourages the creation of new ones, as demand allows. Looks after JCR sports equipment and facilities. Communicates sports results back to the JCR and College as appropriate.

Average workload: 7-8 hours per week.

JCR Treasurer.

Election: See Election Regulation 14.

Prerequisites: Exec Manifesto. See Election Regulation 15.ii. Cannot be held jointly.

Responsibilities: Accountable for the financial activities of the JCR. Keeps books balanced across Common Rooms and accounts, calling Finance Committee, Sports and Societies Councils, or selected other committees to authorise expenditure as necessary and allowed by the Constitutional documents. At the end of the financial year, presents accounts to the JCR's accountants for auditing and inspection. Prepares budget for the coming year. Reports to Execs on expenditure, assisting Executive members in arranging and transacting their official financial requirements: e.g. social events, services income and expenditure, etc. Liaises with the College Bursar to clarify financial and fiscal responsibilities of the JCR where necessary.

Average workload: 7-8 hours per week.

JCR Vice-Chair.

Election: See Election Regulation 14.

Prerequisites: Exec Manifesto. See Election Regulation 15.ii.

Responsibilities: Helps to arrange and set up meetings, sitting on and taking the minutes of Chair's Comm. Usually does publicity for meetings and elections, using appropriate media, and puts together and runs the in-meeting presentations; may also distribute agendas. Looks after noticeboards; able to sign off posters. Acts as Senior Returning Officer, overseeing paper ballots and the electronic DeVote System. To that end, a port of call for those considering running for election; advertises elections and inspects manifestos. Updates the electoral regulations – but only that part of the Constitution – in line with JCR recommendations or CRC, and ensures that the website and any other appropriate lists are also updated. Also sits on FiComm and CRC. Assists the Chair in other ways as asked.

Average workload: Very variable, but generally 4-5 hours per week.

3 JCR Vice-Presidents (Cranmer, Postgraduate, Undergraduate).

Election: See Election Regulation 14.

Prerequisites: Exec Manifesto. See Election Regulation 15.ii. Cannot be held jointly. Must be from the appropriate Common Room.

Responsibilities: Deputise for the President when he is absent from Committee meetings, as well as attending a number of committees in their own right. Field and respond to internal complaints and queries, liaising between JCR and College Officers as necessary. Pick up the slack on projects presented to or initiated by the Executive, responsible for overseeing their completion.

Average workload: 7-8 hours per week.

JCR Welfare Officer.

Election: See Election Regulation 14.

Prerequisites: Exec Manifesto. See Election Regulation 15.ii. Cannot be held jointly. Must have been interviewed by Katie Mackay and Kate Bruce, or been an S2S Officer.

Responsibilities: Works closely with the Welfare team to: provide welfare supplies; co-ordinate the team and strategy in consultation with JCR and College Officers; provide an initial contact point for those in need of support; and advertises welfare services, events and issues offered both by John's and the University. Calls and chairs John's WelComm; attends DSU WelComm to discuss wider welfare provision.

Average workload: 7-8 hours per week.

5 Finance Committee Reps.

Election: Mic 1.

Prerequisites: Cannot be held jointly.

Responsibilities: To attend Finance Committee, to debate and vote on the suitability of financial motions, and oversee / scrutinise the Treasurer's activities.

Average workload: 2-3 hours per term.

Food & Formals Officer.

Election: Easter 3

Prerequisites: Manifesto.

Responsibilities: Organises the sign-up (and associated circulation and editing of the list), setting-up, running and clearing-up of weekly College Formal dinners. Negotiates with College on dietary requirements. Has the power, in consultation with the JCR President and JCR Vice-President, to fine for bad behaviour, or place bans of up to three weeks for late drop-out or non-attendance. Solicits feedback on College food and attends termly Catering Committee. Has a guaranteed place on both College Formals and JCR Mega Formals (run by SEC).

Average workload: 3-4 hours per week.

Freshers' Week Coordinator.

Election: Ep 2.

Prerequisites: Manifesto.

Responsibilities: Organises Freshers' Week in October. Duties range from sitting on the panel choosing Freshers' Reps, organising, writing and sending out all the pre-arrival literature, creating the Freshers' video, organising events and activities throughout the week, decorating College, liaising with College to arrange room booking and catering, welcoming the new intake on Freshers' Sunday (or in the case of international students, the week before), ensuring that Freshers receive advice from all the relevant authorities (health and safety, medical, tutors, etc), guiding Freshers through their first fortnight of College life, being a shoulder to cry on, and generally being cheery, confident and at hand to sort out all the little problems that beset you on arrival in a strange place.

Average workload: A significant commitment from mid-August until mid-October; and you should still be around for a while after that.

House Committee Reps (23 North Bailey, 28 North Bailey, Cranmer, Cruddas, Haughton, Linton).

Election: Mic 1.

Prerequisites: Must live in the appropriate House. Cannot be held jointly.

Responsibilities: Point of contact between inhabitants and Maintenance. Presents ideas for the improvement of the appropriate House to the House Committee. Monitors lock-up usage and reports to Vice-President after each vacation.

Average workload: 2-3 hours per term.

International Students' Rep.

Election: Easter 1.

Prerequisites: Manifesto.

Responsibilities: Works with the Freshers' Coordinators to welcome international students during Freshers' Week, and provide information and advice as necessary – aspects of the role which will should be offered throughout the year.

Average workload: 1-2 hours per week (most hours during Freshers' Week period).

Interviewee and Open Day Rep Coordinator.

Election: Mic 2.

Prerequisites: Manifesto.

Responsibilities: Organises the Open Days during the Easter vacation. Duties range from organising pre-arrival literature, organising events and activities, liaising with College to arrange room bookings, catering, etc, decorating College, welcoming the prospective Johnians to Durham, looking after them and being at hand to answer queries during their stay, and being a good advertisement for John's. Similar duties apply with respect to interviewees, and for those requesting guided tours or similar of John's during term time.

Average workload: 5 hours per week during Epiphany and early Easter terms, 1 week over Easter.

6 Interviewee and Open Day Reps.

Election: Mic 2.

Prerequisites: At least one male, one female.

Responsibilities: As for the Interviewee and Open Day Coordinator, as above.

Average workload: 3-5 hours per week during Epiphany and early Easter terms, 1 week over Easter.

2 Junior DSU Reps.

Election: Ep 3.

Prerequisites: Must be DSU Members. Cannot be held jointly. Cannot miss more than two DSU Council meetings per year without presenting a legitimate excuse to the JCR. Manifesto.

Responsibilities: To attend all DSU Council meetings (c. 5 per term, at various locations), including the DSU AGM, and to represent the JCR in debate and vote on issues affecting John's and the university. Helps the Senior DSU Rep gauge JCR opinion and to publicise DSU matters, issues and campaigns in John's, and John's matters, issues and campaigns to the DSU, as necessary.

Average workload: 1-2 hours per week.

Keeper of the JCR Records.

Election: Mic 3.

Prerequisites: Manifesto.

Responsibilities: Keeps an archive of information about the current year, including information on marriages, events, JCR news, etc.

Passes this on to his/her successor, or leaves it in the JCR Flat.

Average workload: 1-2 hours per week.

LGBTa Rep.

Election: Easter 2.

Prerequisites: Manifesto.

Responsibilities: Works with the wider LGBTa to provide and publicise information on pertinent issues.

Average workload: >1 hour per week.

Library Rep.

Election: Mic 1.

Prerequisites: None.

Responsibilities: Fields complaints and suggestions on the library, presenting them to a termly Library Committee.

Average workload: 1-2 hours per term.

Livers'-Out Officer.

Election: Easter 3

Prerequisites: Not living in College next year. Requires manifesto. Cannot be held jointly.

Responsibilities: Signposts information on relevant subjects: e.g. landlords, prices, the local community, and so forth. Receives and reports back feedback on welfare provision and welfare issues from livers-out. Helps to compile and distribute the Livers' Out Handbook, and any other relevant supplies.

Average workload: 2-3 hours per week.

Loo News Editor.

Election: Easter 3.

Prerequisites: Cannot hold a Welfare position.

Responsibilities: Gathers non-vicious rumours and chat, edits them into a newspaper, and distributes copies in loos around College.

Average workload: Completely variable – 1-10 hours per term.

Olav's Consort.

Election: Mic 1.

Prerequisites: Creates a dance routine to show in front of the meeting.

Responsibilities: Wears Olav II, being present at all events that require John's mascot: i.e. sports events, open days, inter or extra College events, for promotional material, etc. Looks after the maintenance of Olav II, and ensures that it is kept securely, unable to be trophied.

Average workload: 2-3 hours per week, although it might require the odd entire day...

Senior DUCK Rep.

Election: Easter 1.

Prerequisites: Manifesto. Cannot be held jointly.

Responsibilities: Works with the university-wide DUCK group to publicise and organise fundraising within College, encourage people to join in initiatives, and to set up their own activities. Arranges and runs DUCK events, either to stand alone, or as part of wider College events. Leads by example!

Average workload: 4-6 hours per week.

Shop Manager (optional position).

Election: As necessary.

Prerequisites: None.

Responsibilities: Managing shop stock and prices, placing orders as appropriate, and fielding comments and criticism from customers. Arranges rota of shop assistants. Ensures that hygiene levels are appropriate, and cleans the shop as necessary. May be asked by the Services Manager to cash up, sell photos, etc.

Average workload: 2-3 hours per week.

2 SEC Decorations Officers.

Election: Ep 3.

Prerequisites: None.

Responsibilities: To come up with ideas to decorate events; to find or purchase the necessary materials, and to create and place the decorations. Works with the SEC Technician to coordinate lighting. Attends SEC.

Average workload: 2-3 hours per week, variable.

2 SEC Entertainment Officers.

Election: Ep 3.

Prerequisites: None.

Responsibilities: Finding and arranging different types of entertainment for events, creating a timetable of appropriate shows, music, etc. Helps entertainers to set up, communicates lights and music requirements to the SEC Technician. Members of SEC.

Average workload: 2-3 hours per week, variable.

SEC Food Officer.

Election: Ep 3.

Prerequisites: None.

Responsibilities: Decides on the menu for and arranges provision of events' food, either from outside sources or the College's catering division. Member of SEC.

Average workload: 1-2 hours per week, variable.

SEC Publicity Officer.

Election: Ep 3.

Prerequisites: None.

Responsibilities: Publicises events, through posters, advertisements in This Weeks, Facebook groups, and other suitable media. Member of SEC.

Average workload*: 1-2 hours per week, variable.

SEC Technician.

Election: Ep 3.

Prerequisites: None.

Responsibilities: Books, sets up and works light and sound equipment as necessary for events, liaising with other members of SEC and the Daylight Robbery Organiser as necessary. Member of SEC.

Average workload: 2-3 hours per week, variable.

SEC Treasurer.

Election: Ep 3.

Prerequisites: None.

Responsibilities: Works with the JCR Treasurer to ensure that SEC's books balance, by deciding the cost of events for attendees, and the budget for decorations, food, drink, entertainment, etc; also presents motions for SEC spending to Finance Committee. Helps compile attendance lists/the debtors' list.

Average workload: 3-4 hours per week, variable.

Stash Rep.

Election: Easter 3.

Prerequisites: None.

Responsibilities: Organises range and design of Stash, and liaises with Sports team captains, as requested, to organise sports kit deliveries. Advertises Stash orders, and takes payment for these (often through meal times), assisting the print company in delivering the items. First point of contact for the Stash company. Also helps to sell photos, etc.

Average workload: 2-3 hours per week.

Students' with Disabilities Officer.

Election: Mic 3.

Prerequisites: Manifesto.

Responsibilities: Works with the Welfare Officer and the university SWDa to publicise disability issues, and to act as a confidante and information source for those students in John's and St Margaret's Garth with a disability. Raises any general issues with the JCR Welfare Officer and/or College, as appropriate, and receives appropriate training in confidentiality, health and safety, etc.

Average workload: 1 hour per week.

Toastie Bar Manager.

Election: Mic 1.

Prerequisites: Lives in College at time of election.

Responsibilities: Runs the Toastie Bar – i.e. arranges volunteer rota, purchase and storage of provisions, range of available toasties, and budget. Ensures that hygiene and health and safety regulations are kept, and that shop and kitchen are left tidy.

Average workload: Up to 8 hours per week, although appointment of up to four deputies can massively reduce this.

Website Rep.

Election: Easter 3.

Prerequisites: Manifesto. Really needs to be proficient working with websites.

Responsibilities: Oversees maintenance of the JCR website – i.e. dealing with server and domain companies, enabling user accounts, being on hand to edit/upload pages, if necessary, or if problems arise.

Average workload: 1-2 hours per week.

Year Abroad Rep.

Election: Mic 3.

Prerequisites: Must have done a year abroad as part of his/her Durham University degree.

Responsibilities: Acts as a point of contact for those abroad, and for those coming back into College after a year abroad, ensuring that they are up to date with all relevant issues.

Average workload: 1 hour per week.

Yearbook Art and Design.

Election: Ep 1.

Prerequisites: None.

Responsibilities: Creating the overall design of the Yearbook, in consultation with the Editor and Sub-editor, and soliciting/finding appropriate images. May handle the technical side of putting the book together.

Average workload: 30-35 hours, over 1 ½ terms.

Yearbook Editor.

Election: Ep 1.

Prerequisites: Manifesto.

Responsibilities: To oversee all aspects of the yearbook's publication: contents, contributions, layout, format, cost, printing, publicity and launch party!

Average workload: 40-50 hours, over 1 ½ terms.

Yearbook Sub-editor.

Election: Ep 1.

Prerequisites: None.

Responsibilities: To assist the Yearbook Editor with any or all of his/her duties, as requested.

Average workload: 30-35 hours, over 1 ½ terms.

Appendix 2: Guidelines for Conduct at JCR Meetings

At the 2nd Easter JCR Meeting 2010, the JCR resolved to create the following guidelines for appropriate conduct during JCR meetings.

1. All members shall be open, honest and show respect for other members.
2. All speakers shall respect all others in attendance and shall not use offensive language.
3. All speakers shall respect the diversity of JCR members. Racist, sexist, homophobic or other discriminatory language (see JCR Constitution clause III) is not acceptable.
4. The JCR requests that members keep the above points in mind as guidelines whilst participating in meetings, but notes that members' ultimate right is to freedom of expression.

The JCR Chair shall draw attention to these guidelines at the first meeting of each Michaelmas term, and the first meeting of each Easter term, and otherwise as often as he/she feels appropriate.

Appendix 3: JCR Awards

Honorary Members

The following have been made Honorary Life Members, as outlined in Standing Order 2.

Easter 3 2006.

Arun Arora, Dan Baxter, Jess Caddy, Miquela Elsworth, Jonny Hays, Anna McMullen, Lisa Mol, Roddy Peters, Tim Quayle, Rob Reeve, Hannah Sargeant.

Easter 1 2007

Dan Baxter, Sophie Godfree, Josh Heald, Martin Hodgetts, Richard Kelly, Alice Manuel, Tim Marshall, Felix Schubert, Jeanna Shalkowski, Katie Wray.

Easter 3 2009.

Gerald Aiken, Ben Aisbitt, Liam Beadle, Susie Buckler, Alexandra Davies, Benedict Douglas, Robert Feakes, Ruaridh Guy, Stephanie Hannah, Dawn Harrison, Martin Hodgetts, Ben Jarvis, David Kirkby, Leighann Lacey, Sally Lodge, Helen Loxley, Tim Marshall, Emma Matthews, Jenny Mayo, Nick McNelly, Domenic Minnitti, Danielle O'Hagan, I-Hsien Porter, James Rainer, Hannah Shand, Anita Shaw, Kathryn Sleight, Adrian Smith, John Thompson, David Tomlinson, Richard Wyld.

Easter 3 2010.

Emma Brailey, Sam Broster, Ben Carter, Francis Handzel, Laurence Hegarty, Dave Kirkby, Emilia McAllister Jepps, James McGowan, Andrew Miller, Andrew Niwagaba, Jess Orr, Kate Todd, Antony Weston.

Easter 1 2011,

Edmund Waddelove, Helen Canny.

Service to the JCR

The following have been awarded a 'Service to the JCR' award, as outlined in Standing Order 2.