

JHJCR Constitution

Clause I: Objectives

1. The JHJCR shall have the objectives listed in Clause 1.1 and Clause 1.3 of the JJCR Constitution, save that all references to the JJCR shall be references to the JHJCR. This Clause may only be amended by a referendum.

Clause II: Membership

1. There shall be two categories of JHJCR member: Full and Honorary.
2. Full members shall be undergraduate members of John's Hall, except where he/she has failed to pay the relevant JJCR subscription fee by the due date for payment. Hereafter, any reference to 'JHJCR members' shall refer to Full members, unless otherwise stated.
3. Full JHJCR members shall have the following rights, unless expressly disqualified hereafter:
 - a. The right to attend, speak and vote at all JHJCR meetings.
 - b. The right to vote at the elections of JHJCR Officers and in referenda.
 - c. The right of candidature, subject to the conditions of the post.
 - d. The right to enjoy the facilities of the JHJCR and entertain bona fide guests, who shall also be allowed to use those facilities. JHJCR members shall be responsible for his/her guests.
4. Honorary membership shall be conferred only as a consequence of being granted JJCR Honorary membership and by also being a former or current member of John's Hall.
5. Honorary JHJCR members shall have the following rights, unless expressly disqualified hereafter:
 - a. The right to attend and speak at all JHJCR meetings.
 - b. The right to enjoy the facilities of the JHJCR and entertain bona fide guests, who shall also be allowed to use those facilities. JHJCR members shall be responsible for his/her guests.
6. This Clause may only be amended by a referendum.

Clause III: No Discrimination Policy

1. The JHJCR shall follow the JJCR No Discrimination Policy, save that all references to the JJCR shall be references to the JHJCR. The JHJCR may make its own exemptions in accordance with Clause III.2 of the JJCR Constitution.

Clause IV: JHJCR Executive

1. The JHJCR Executive shall consist of:
The President
The Vice-President
Treasurer
Welfare Officer
Communications Officer
Services Manager
SEC Chair
Sports & Societies Officer
The Senior DSU Representative of the JJCR.
2. The Committee shall meet at least once a week during term. Additional meetings may be called by the President with at least 24 hours notice.
3. At least four voting members must be present for the meeting to be quorate. The Senior DSU Representative shall only have voting rights if he/she is a member of John's Hall.
4. The Communications Officer is responsible for ensuring that minutes are taken of all meetings, and are displayed on the JHCJR website where available, and if not, in John's Hall.
5. The Committee shall have the power to co-opt non-voting members.
6. The Committee shall have the power to authorise expenditure, capped at £250 per term and of no more than £200 in one instance. This shall only be released in

pursuance of the Executive's duties on behalf of the JCR. Approval for such expenditure shall require a simple majority. Notification of the release shall be made to the next Finance Committee.

7. The President, Vice-President or SEC Chair may levy fines for anti-social behaviour (including, but not limited to, vomiting, damage to property, breakages, etc.) to a maximum of £20.00 per person, per incident. This shall be used on cleaning costs, and, where appropriate, to recompense those who clear up. The remainder shall be transferred to the JJCR Members' Fund. In addition, other appropriate bodies (e.g. St. John's College) may levy reparations for any damage caused upon the responsible individual(s).

Clause V: JHJCR Officers

1. The President shall be an ex officio member of every JHJCR committee.
2. The JHJCR shall have non-executive officers, as specified in Election Regulations. He/she shall be elected in accordance with Election Regulations.
3. The JHJCR may pass a vote of No Confidence in any of its elected officers, including any member of the JHJCR Executive. If such a vote is passed, that officer shall resign; if such a resignation has not been received by the JHJCR President within 24 hours of the vote, the officer shall be deemed to have resigned.
4. Motions of No Confidence must be submitted at least 216 hours (nine days) before the JHJCR meeting at which they are to be discussed, and must be displayed on the JHJCR website where available, and if not, in John's Hall for at least 168 hours (seven days) before the meeting. They shall require a two-thirds majority to pass. The procedure otherwise shall be as specified in Standing Order 3.
5. The JHJCR may not require any officer to resign except by means of a vote of No Confidence.
6. The job descriptions of JHJCR Officers shall be as defined by the JHJCR.

Clause VI: JHJCR Meetings

1. The JHJCR shall follow Clause VI: JJCR Meetings of the JJCR Constitution, save that all references to the JJCR shall be references to the JHJCR.

Clause VII: JHJCR Policy

Introduction of Policy:

1. JHJCR Policy is created by the passing of an ordinary motion of the JHJCR in accordance with JHJCR Standing Order 3 which contains clauses of the form 'This JHJCR Resolves as a Matter of Policy to...' These clauses then become JHJCR policy upon the passing of the motion.
2. Any motion to create JHJCR Policy must be included in the agenda for the meeting in accordance with JHJCR Standing Order 3.
3. JHJCR Policy can also be introduced by a referendum, as stated in JHJCR Standing Order 6.

Alteration of Policy:

4. No Policy made by referendum may be altered or rescinded within the academic year it was created, except when 40% of JHJCR Membership petition the President for another referendum.
5. No Policy made by motion may be altered or rescinded within the academic year it was created except by a referendum, unless 20% of the members of the JHJCR petition the President to allow this. A 66% majority at a quorate JHJCR meeting is then required to alter and/or rescind policy.
6. Policy created by a motion of the JHJCR may only be altered or rescinded by the passing of an ordinary motion or referendum that includes clauses of the form 'This JHJCR Resolves to alter JHJCR Policy by...' or 'This JHJCR Resolves to rescind the JHJCR Policy...'
7. Policy created by a referendum may only be altered or rescinded in the academic year after the academic year of its creation by another referendum, unless 20% of the members of the JHJCR petition the President to allow this.

A 66% majority at a quorate JHJCR meeting is then required to alter and/or rescind policy.

8. Policy created by a referendum may be altered or rescinded in the same way as a policy created by a motion of the JHJCR in the second academic year after the academic year of its creation, and in later years.

Lapse and Renewal of Policy:

9. All JHJCR Policies must be renewed by an ordinary motion of the JHJCR before the end of the third academic year of their existence, including the academic year in which they were created, or they will lapse.
10. If a Policy would lapse at the next meeting unless renewed, and no motion to renew it has been proposed, then a motion to renew it will be automatically proposed and seconded by the Constitution and Standing Orders.
11. If a Policy is renewed, then it will remain policy until altered or rescinded. It must be renewed again at the end of the third academic year after renewal, including the academic year in which it was renewed, or it will lapse as stated in Clause VII.8
12. Renewed policies are to be treated identically to policies created on the date of renewal.

Effects of Policy:

13. All elected officers of the JHJCR are bound to follow any relevant policy while in the execution of their duties as officers of the JHJCR.
14. Representatives of the JHJCR to external organisations must vote in line with JHJCR Policy. If, for reasons of conscience, an elected officer of the JHJCR feels that he/she is unable to vote in line with JHJCR Policy, then he/she must abstain from voting, and present a report to the next JHJCR meeting explaining the action he/she took and the reasons for doing so.
15. Any policy adopted by the JJCR is also binding upon the JHJCR and the CCR, unless specifically stated otherwise within the policy.
16. Any policy adopted by the JHJCR is also binding where relevant upon groups affiliated to the JHJCR.

Recording of Policy:

17. The JHJCR Chair shall be responsible for maintaining an up-to-date list of all JHJCR policies, the date at which they are to lapse, and the date upon which they were created. This policy document, or a copy of it, must be made available to any JHJCR member upon request.

Clause VIII: Amendment and Suspension

1. The JHJCR shall follow Clause XI: Amendment and Suspension of the JJCR Constitution, save that all references to the JJCR shall be references to the JHJCR. All references to JJCR Standing Order 13 shall be taken to be references to JHJCR Standing Order 6. This Clause may only be amended by a referendum.

Clause IX: Interpretation

1. The JHJCR shall follow Clause XII: Interpretation of the JJCR Constitution, save that all references to the JJCR shall be references to the JHJCR.

JHJCR Standing Orders

1. Convening and Attendance of JHJCR Meetings

- i. The President of the JHJCR shall have the prerogative of calling a meeting of the JHJCR and is obliged to call such a meeting when petitioned by one fifth or more of the members of the JHJCR.
- ii. Any student in respect of whom composition fee is received is eligible to vote on any motion concerning Part I finances.
- iii. JHJCR meetings shall be conducted in accordance with JJCR Standing Orders 1.iv to 1.x, excepting that notices, minutes and agendas need only be posted on the JHJCR website where available, and if not, in John's Hall, and

that all references to the JJCR shall be taken to be references to the JHJCR.

2. Procedure at JHJCR Meetings

- i. All motions not specified elsewhere in the Constitutional documents shall require a simple majority of those present to be passed, for which a quorum shall consist of one fifth of the members of the JHJCR.
- ii. The JHJCR Chair shall chair the meetings. The JHJCR Vice-Chair or JHJCR Communications Officer may deputise if necessary.
- iii. If preceded by a meeting of the JJCR in which reports were received from all JHJCR Executive Officers, the order of the agenda for JHJCR meetings shall usually be:
Motions (issues concerning John's Hall only)
Elections to JHJCR Non-Executive positions.
Any Other Business (relevant to John's Hall only)
- iv. If not preceded by a meeting of the JJCR, the order of the agenda for JHJCR meetings shall usually be:
Opening Prayer
Apologies for Absence
Minutes of the last JHJCR Meeting and Matters Arising
Questions of the Executive Officers of the JHJCR
Reports of other officers of the JHJCR and Questions
Motions (issues concerning John's Hall only)
Elections to JHJCR Non-Executive positions
Any Other Business (relevant to John's Hall only)

3. Motions

- i. Motions shall be presented to the JHJCR in accordance with JJCR Standing Order 3 except that all references to the JJCR shall be taken to be references to the JHJCR.

4. Conduct at JHJCR Meetings

- i. Meetings shall be conducted in accordance with JJCR Standing Orders 4-6 except that all references to the JJCR shall be taken to be references to the JHJCR.

5. Censure, Suspension and No Confidence

- i. Motions of Censure shall be conducted in accordance with JJCR Standing Order 7 except that all references to the JJCR shall be taken to be references to the JHJCR.
- ii. Motions of Suspension shall be conducted in accordance with JJCR Standing Order 8 except that all references to the JJCR shall be taken to be references to the JHJCR.
- iii. Motions of No Confidence shall be conducted in accordance with JJCR Standing Order 9 except that all references to the JJCR shall be taken to be references to the JHJCR.

6. Referenda

- i. Referenda shall be conducted in accordance with JJCR Standing Order 13, except that all references to the JJCR shall be references to the JHJCR, and all references to both halls shall be taken to be references to John's Hall only.

JHJCR Election Regulations

1. Conduct at Meetings

Elections shall be conducted following the JJCR election regulations, with the following exceptions and clarifications detailed in these regulations.

- i. Only ordinary members of the JHJCR shall be eligible to stand, nominate candidates and vote in JHJCR elections.
- ii. All elections shall take place at JHJCR meetings, except where specified otherwise.
- iii. **JHJCR Executive:**
 - a. The election of the JHJCR President shall be held during the fourth week of Epiphany term.
 - b. The election for remaining members of the JHJCR Executive shall be during the fifth week of Epiphany

term.

- c. All candidates must be ordinary members of the JHJCR.
- d. The term of office for these posts shall begin at midday on the last day of the Epiphany term and shall last for one year.
- e. The newly elected JHJCR President shall, from the date upon which he/she is elected until the beginning of his/her term of office as JHJCR President, be the holder of the interim post of 'JHJCR President-elect'.
 - 1. The JHJCR President-elect will liaise with the existing JHJCR President in order to gain appropriate knowledge and experience necessary to enable him/her properly to begin the office of JHJCR President.
 - 2. In co-operation with the JHJCR Executive, the JHJCR President may delegate tasks within his/her competence to the JHJCR President-elect, which the JHJCR President feels would be valuable experience, reserving, nevertheless, ultimate responsibility for all such designated acts.
 - 3. The JHJCR President-elect will be a non-voting member of Exec.
- f. The President shall live in College for his/her entire term of office.
- g. The Vice-President, Treasurer, Welfare Officer and Senior Bar Officer shall live in College for their time in office with the exception that those living out at the time of the elections, who may live out during Easter term, but must live in College in the Michaelmas and Epiphany terms.
- h. The Communications Officer, Services Manager, SEC Chair, Sports & Societies Officer and Senior DSU Representative of the JJCR will be given the opportunity to live in College in the Michaelmas and Epiphany terms.
- i. All candidates for JHJCR Executive positions who intend to live out at some point during their term of office must state this in their manifesto.
- j. Candidates for JHJCR President must have attended two ordinary DSU meetings (either ordinary Council meetings or General Meetings) before close of nominations. Candidates who fail to do so will have their nominations ruled out of order.
- k. Candidates for JHJCR Treasurer must have either completed a course of instruction on how to do basic accounts (including Quicken or whichever accounts package the JHJCR is currently using) and be certified as competent by the JHJCR Treasurer or have completed an externally recognised course in accounting and show that he/she still has that level of expertise to the JHJCR Treasurer.

iv. Vacancies:

- a. JJCR Election Regulations 2.i.a to 2.i.d apply, except the reference in 2.i.c to 2.i.g shall be considered a reference to JHJCR Election Regulation 1.iv.i.
- b. If the position of JHJCR President becomes vacant, the JHJCR Vice-President shall assume the responsibilities of the post until a by-election can be held.
- c. If the position of JHJCR Vice-President becomes vacant, the JHJCR President shall assume the

responsibilities of the post until a by-election can be held.

- d. If the position of JHJCR Treasurer becomes vacant, the responsibilities shall be assumed by Finance Committee who shall have the power to appoint someone to act in the capacity of JHJCR Treasurer until a by-election can be held.
- e. If the position of JHJCR Welfare Officer becomes vacant, the JHJCR Assistant Welfare Officers shall jointly assume the responsibilities of that post until a by-election can be held.
- f. If the positions of Communications Officer or Services Manager become vacant, the responsibilities shall be assumed by the Assistant Communications Officer and Assistant Services Manager respectively until a by-election can be held.
- g. If the position of SEC Chair becomes vacant, a member of the SEC, selected by that committee and approved by the JHJCR Executive shall assume the responsibilities of that post until a by-election can be held.
- h. If the position of Sports & Societies Officer becomes vacant, the JHJCR Vice-President shall assume the responsibilities of that post until a by-election can be held.
- i. In the event of a mass vacancy of the entire Executive, without the Exec-elect having been chosen, the people detailed above shall take over as interim Executive until a by-election can be held in the shortest time possible.
- j. If any person deputed under 1.iv.b to 1.iv.g is unwilling to act as the temporary occupant of the post, of the position that is stated to deputise is vacant, or the holder of the position that is stated to deputise was involved in the incapacitation and/or resignation of the former holder of the post, then the procedure in 1.iv.i shall be followed.
- k. If any other Officer or Committee post becomes vacant before the term specified in these regulations, and the Executive is of the opinion that this post has a necessary task to perform before a by-election can be held, the President, in agreement with a two-thirds majority of the Executive, and with the consent of the selected person, may appoint any JHJCR member to occupy the vacant post and fulfil the tasks required until a by-election can be held. Alternatively, or if no temporary holder can be agreed upon, the Executive shall jointly take on the responsibilities of the post until a by-election can be held.
- v. All references to the JJCR in the JJCR election regulations shall be taken to read JHJCR during the conduct of JHJCR elections.
- vi. All references to JJCR Election Regulation 16 shall refer to JHJCR Election Regulation 2.
- vii. Wherever it is required in the JJCR Election Regulations for a notice to appear in both halls, it need only appear in John's Hall.

2. Timetable for Elections to Non-Executive Positions

Position	Election Date	Conditions of Candidature	Point of Contact	Intro'd	Updated
Assistant Services Manager	1 st Michaelmas	Requires manifesto. Lives in College. Cannot be held jointly. See Election Regulations 16.ii, iii, iv.	Services Manager		
23 North Bailey House Committee Rep	1 st Michaelmas	Lives in 23 North Bailey. Cannot be held jointly.	Vice-President		
28 North Bailey House Committee Rep	1 st Michaelmas	Lives in 28 North Bailey. Cannot be held jointly.	Vice-President		
Cranmer House Committee Rep	1 st Michaelmas	Lives in Cranmer. Cannot be held jointly.	Vice-President		
Cruddas House Committee Rep	1 st Michaelmas	Lives in Cruddas. Cannot be held jointly.	Vice-President		
Houghton House Committee Rep	1 st Michaelmas	Lives in Houghton. Cannot be held jointly.	Vice-President		

Linton House Committee Rep	1st Michaelmas	Lives in Linton or Linton Wing. Cannot be held jointly.	Vice-President		
2 Catering Committee Reps	1st Michaelmas	Lives in College. Cannot be held jointly.	Vice-President		
3 Finance Committee Reps	1st Michaelmas	Cannot be held jointly. Cannot be on any group with a Part II account.	Treasurer		
IT Rep	1st Michaelmas	None	Communications Officer		
Library Rep	1st Michaelmas	None	Vice-President		1 st Easter 2006 (CRC)
Interviewee and Open Day Rep Coordinator	2nd Michaelmas	Requires manifesto.	President		
5 Interviewee and Open Day Reps	2nd Michaelmas	At least one male, one female.	Interviewee and Open Day Rep Coordinator		
Year Abroad Rep	2nd Michaelmas	Must have done a year abroad as part of their University of Durham degree.	Welfare Officer		
Yearbook Editor	1st Epiphany	Requires manifesto.	Services Manager		
Yearbook Sub-editor	1st Epiphany	None	Yearbook Editor		
Yearbook Art and Design	1st Epiphany	None	Yearbook Editor		
Assistant Communications Officer	3rd Epiphany	Requires manifesto. See JJCR Election Regulation 16.ii. Cannot be held jointly.	Communications Officer		
Assistant Treasurer	3 rd Epiphany	Requires manifesto.	Treasurer	Michaelmas 3 2008	
2 SEC Decorations Officers	3rd Epiphany	None	SEC Chair		
2 SEC Entertainments Officers	3rd Epiphany	None	SEC Chair	(2 nd) Michaelmas 1 2006	
2 SEC Food & Formals Officers	3rd Epiphany	None	SEC Chair		
SEC Publicity Officer	3rd Epiphany	None	SEC Chair		
SEC Technician	3rd Epiphany	None	SEC Chair		
SEC Treasurer	3rd Epiphany	Requires manifesto. Must consult with JJCR Treasurer prior to election. See JHJCR Election Regulations 2.iii & iv.	SEC Chair		
SEC Vice-Chair	3 rd Epiphany	Requires manifesto.	SEC Chair		
JHJCR Chair	3rd Epiphany	If the JJCR Chair is a JHJCR member, he/she shall automatically be JHJCR Chair. JJCR conditions apply. See JJCR Election Regulation 16.ii.	-		
JHJCR Vice-Chair	3rd Epiphany	If the JJCR Vice-Chair is a JHJCR member, he/she shall automatically be JHJCR Vice-Chair. JJCR conditions apply. See JJCR Election Regulation 16.ii.	JHJCR Chair		
Freshers' Week Co-ordinator	1st Easter	Requires manifesto.	President		
9 Freshers' Week Rep's	1st Easter	At least two male, two female. Requires manifesto.	Freshers' Week Co-ordinator		
International Students' Rep	1 st Easter	None	President		Easter 2 2009
Assistant Welfare Officer Male	3rd Easter	Lives in College. Must be male. Requires manifesto. See JJCR Election Regulation 16.ii. Cannot be held jointly.	Welfare Officer		
Assistant Welfare Officer Female	3rd Easter	Lives in College. Must be female. Requires manifesto. See JJCR Election Regulation 16.ii. Cannot be held jointly.	Welfare Officer		
Livers'-Out Officer	3rd Easter	Not living in College next year. Requires manifesto. See JJCR Election Regulation 16.ii. Cannot be held jointly.	Welfare Officer		
Keeper of the JHJCR Records	3 rd Easter	Requires manifesto.	Communications Officer	Michaelmas 3 2008	

Shop Manager	Optional (At the discretion of the Services Manager)	None	Services Manager	Michaelmas 1 2005
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a. Additional posts, requiring ratification:

Position	Ratification date	Chosen by
Chapel Warden	3rd Epiphany	Chapel
2 Deputy Chapel Wardens	3rd Epiphany	Chapel

b. Candidates for treasurer positions must have either completed a course of instruction on how to do basic accounts (including Quicken or whichever accounts package the JHJCR is currently using) and be certified as competent by the JHJCR Treasurer or have completed an externally recognised course in accounting and show that

he/she still has that level of expertise to the JHJCR Treasurer.

c. Treasurer positions are: JHJCR Treasurer and SEC Treasurer.

d. The IT Rep. shall receive an honorarium from College.

JHJCR Sub-Committee Regulations

Schedule 1: Social Events Committee

- The role of the SEC shall be to plan, organise and finance social events for the JHJCR.
- The committee shall consist of:
 - SEC Chair (chair)
 - SEC Vice-Chair
 - SEC Treasurer
 - 2x SEC Food & Formals Officers
 - 2x SEC Entertainments Officers
 - 2x SEC Decorations Officers
 - SEC Publicity Officer
 - SEC Technician
- The JHMCR SEC Chair, CCR SEC Chair, the Daylight Robbery Organiser and the Senior Bar Officer may attend meetings, in a non-voting, advisory, capacity. They shall receive the agenda and minutes of all meetings.
- The Bailey Ball and John's Day are JJCR social events and the JHMCR and CCR Social Teams should therefore be involved in the planning and preparation of them and may be involved in others if deemed appropriate.
- 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. Decisions on social events shall be taken by the committee, except in exceptional circumstances, which must be reported in full to the committee at the earliest possible opportunity. All full committee members shall be required to help with the running of any social event put on by the committee.

- The SEC Chair is responsible for the Health and Safety and security arrangements for all social events, as well as, where necessary, liaising with JHMCR, CCR, Daylight Robbery, and the bar. The SEC Chair shall pass on a full report on the Bailey Ball and all other Social events to his/her successor.
- The SEC Treasurer is responsible for liaising with the JJCR Treasurer to present the budget for John's Day at the first Finance Committee meeting of Easter Term and the budget for the Bailey Ball at the first Finance Committee meeting of Michaelmas Term. The budgets must be approved by Finance Committee before the event can proceed.
- The JHJCR empowers SEC to levy fines for anti-social behaviour (including, but not limited to, vomiting, damage to property, breakages, etc.) to a maximum of £20.00 per person, per incident. This shall be used on cleaning costs, and, where appropriate, to recompense those who clear up. The remainder shall be transferred to the JJCR Members' Fund. In addition, other appropriate bodies (e.g. St. John's College) may levy reparations for any damage caused upon the responsible individual(s).

JHJCR Appendices

Appendix 1: Job Descriptions.

The following descriptions were created in 2009/10 by the then Vice-Chair, and checked by the Execs of the time. These should be used as guidelines to the range and extent of work positions involve; they are not definitive, and may be edited or updated by the Chair or Vice-Chair in consultation with the JHJCR President, Chair, Vice-Chair and relevant Exec member (if applicable).

Assistant Communications Officer.

Election: 3rd Epiphany.
 Prerequisites: Manifesto. Cannot be held jointly. Subject to Election Regulation 16.ii.
 Point of Contact: JHJCR Communications Officer.
 Responsibilities: Assisting in printing and delivery of 'This Week', both to St Margaret's Garth and other parts of Durham City; and deputising for the Comms Officer in attending and/or minuting meetings and committee. Other duties as asked by the Comms Officer.
 Average workload: 3-4 hours per week.

Assistant Services Manager.

Election: 1st Michaelmas.
 Prerequisites: Manifesto. Lives in College. Cannot be held jointly. Subject to Election Regulations 16.ii, 16.iii, 16.iv.
 Point of Contact: JHJCR Services Manager.
 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: 3-5 hours per week, on a daily basis.

Assistant Treasurer.

Election: 3rd Epiphany.
 Prerequisites: Manifesto.
 Point of Contact: JJCR Treasurer.
 Responsibilities: To assist the Treasurer wherever necessary in the day-to-day running of JJCR/JHJCR finances. Duties may include helping to prepare the budget, deal with incoming and outgoing cheques, managing the Debtors' List, etc. Attends thrice-termly Finance Committee. Arranges purchase of JHJCR newspapers.
 Average workload: 3-5 hours per week.

Assistant Welfare Officer – Female.

Election: 3rd Easter.
 Prerequisites: Lives in College. Must be female. Requires manifesto. Subject to Election Regulation 16.ii. Cannot be held jointly.
 Point of Contact: JHJCR Welfare Officer.
 Responsibilities: Acts as a source of welfare supplies, and helps the JHJCR 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: 3rd Easter.

Prerequisites: Lives in College. Must be male. Requires manifesto. Subject to Election Regulation 16.ii. Cannot be held jointly.

Point of Contact: JHJCR Welfare Officer.

Responsibilities: Acts as a source of welfare supplies, and helps the JHJCR 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 Catering Committee Reps.

Election: 1st Michaelmas.

Prerequisites: Live in College. Cannot be held jointly.

Point of Contact: JHJCR Vice-President.

Responsibilities: Solicits feedback on College meals, presenting this to a termly catering committee, along with ideas for improvement.

Average workload: 1-2 hours per term.

JHJCR Communications Officer.

Election: 2nd Epiphany.

Prerequisites: Exec Manifesto. Husting session. Must seek JJCR permission to continue holding any previously acquired posts. Subject to Election Regulation 16.ii. Cannot be held jointly.

Common Room: JHJCR.

Point of Contact: Vice-President.

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 JJCR/JHJCR Meetings and Exec Meetings. Average workload: 7-8 hours per week.

3 Finance Committee Reps.

Election: 1st Michaelmas.

Prerequisites: Cannot be held jointly. Cannot be on a group with a Part II account.

Point of Contact: JJCR Treasurer.

Responsibilities: To attend Finance Committee (held before each JJCR meeting), to debate and vote on the suitability of financial motions, passing those under £200, and approving (and passing on to the JJCR) those over £200.

Average workload: 2-3 hours per term.

Freshers' Week Coordinator.

Election: 1st Easter.

Prerequisites: Manifesto.

Point of Contact: JJCR President.

Responsibilities: Organises Freshers' Week in October. Duties range from 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, 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 full time job from mid-August until mid-October; and you should still be around for a while after that.

9 Freshers' Week Coordinators.

Election: 1st Easter.

Prerequisites: At least two male, two female. Manifesto.

Point of Contact: JJCR President.

Responsibilities: As above for the Coordinator, as he/she/he & she directs. It'll need all of you!

Average workload: Full time job from mid-September until mid-October.

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

Election: 1st Michaelmas.

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

Point of Contact: JHJCR Vice-President.

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.

I.T. Rep.

Election: 1st Michaelmas.

Prerequisites: None.

Point of Contact: JHJCR Communications Officer.

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: 2-3 hours per week, daily.

International Students' Rep.

Election: 1st Easter.

Prerequisites: Manifesto.

Point of Contact: JJCR President.

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: 2nd Michaelmas.

Prerequisites: Manifesto.

Point of Contact: JJCR President.

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: 2nd Michaelmas.

Prerequisites: At least one male, one female.

Point of Contact: JJCR President.

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.

JHJCR Chair.

Election: 3rd Epiphany.

Prerequisites: Manifesto. Subject to Election Regulation 16.ii. Cannot stand for other posts. Must seek JJCR approval to continue filling any previously held posts. Cannot be held jointly.

Common Room: JHJCR.

Point of Contact: None.

Responsibilities: Only applicable if the JJCR Chair is NOT a JHJCR member. Carries out the same duties as the JJCR Chair, as detailed on the JHJCR website, in consultation with the incumbent of that post.

Average workload: 5-6 hours per week.

JHJCR Vice-Chair.

Election: 3rd Epiphany.
Prerequisites: Manifesto. Subject to Election Regulation 16.ii. Cannot stand for other posts. Must seek JJCR approval to continue filling any previously held posts. Cannot be held jointly.
Point of Contact: JHJCR Chair.
Responsibilities: Only applicable if the JJCR Vice-Chair is NOT a JHJCR member. Carries out the same duties as the JJCR Vice-Chair, in consultation with the incumbent of that post.
Average workload: 4-5 hours per week.

Keeper of the JHJCR Records.

Election: 3rd Easter.
Prerequisites: Manifesto.
Point of Contact: JHJCR Communications Officer.
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.

Library Rep.

Election: 1st Michaelmas.
Prerequisites: None.
Point of Contact: JHJCR Vice-President.
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: 3rd Easter.
Prerequisites: Not living in College next year. Requires manifesto. Subject to Election Regulation 16.ii. Cannot be held jointly.
Point of Contact: JHJCR Welfare Officer.
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.

JHJCR Services Manager.

Election: 2nd Epiphany.
Prerequisites: Exec Manifesto. Husting session. Must seek JJCR permission to continue holding any previously acquired posts. Subject to Election Regulation 16.ii. Cannot be held jointly.
Common Room: JHJCR.
Point of Contact: Vice-President.
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.

Shop Manager (optional position).

Election: As necessary.
Prerequisites: None.
Point of Contact: JHJCR Services Manager.
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.

JHJCR Social Events Committee Chair.

Election: 2nd Epiphany.
Prerequisites: Exec Manifesto. Husting session. Must seek JJCR permission to continue holding any previously acquired posts. Subject to Election Regulation 16.ii. Cannot be held jointly.
Common Room: JHJCR.
Point of Contact: Vice-President.
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.

2 SEC Decorations Officers.

Election: 3rd Epiphany.
Prerequisites: None.
Point of Contact: JHJCR SEC Chair.
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: 3-4 hours per week, variable.

2 SEC Entertainment Officers.

Election: 3rd Epiphany.
Prerequisites: None.
Point of Contact: JHJCR SEC Chair.
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: 3-4 hours per week, variable.

2 SEC Food & Formals Officers.

Election: 3rd Epiphany.
Prerequisites: None.
Point of Contact: JHJCR SEC Chair.
Responsibilities: Decides on the menu for and arranges provision of events' food, either from outside sources or the College's catering division. Organises weekly Formal sign-up and registration – at least one Officer should attend every Formal. Member of SEC.
Average workload: 3-4 hours per week, variable.

SEC Publicity Officer.

Election: 3rd Epiphany.
Prerequisites: None.
Point of Contact: JHJCR SEC Chair.
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: 3rd Epiphany.
Prerequisites: None.
Point of Contact: JHJCR SEC Chair.
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: 3rd Epiphany.
Prerequisites: None.
Point of Contact: JHJCR SEC Chair.
Responsibilities: Works with the JJCR 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, ordinarily attending FC to report on the SEC's incomings/outgoings. Helps compile attendance lists/the debtors' list.
Average workload: 3-4 hours per week, variable.

SEC Vice-Chair.

Election: 3rd Epiphany.
Prerequisites: Manifesto.
Point of Contact: JHJCR SEC Chair.
Responsibilities: Liaising with the SEC Chair 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.

JHJCR Sports & Societies Officer.

Election: 2nd Epiphany.

Prerequisites: Exec Manifesto. Husting session. Must seek JJCR permission to continue holding any previously acquired posts. Subject to Election Regulation 16.ii. Cannot be held jointly.

Common Room: JHJCR.

Point of Contact: Vice-President.

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.

JHJCR Treasurer.

Election: 2nd Epiphany.

Prerequisites: Exec Manifesto. Husting session. Must seek JJCR permission to continue holding any previously acquired posts. Subject to Election Regulation 16.ii. Cannot be held jointly.

Common Room: JHJCR.

Point of Contact: JJCR President.

Responsibilities: Legally accountable for the financial activities of the JHJCR. Also acts as the JJCR Treasurer. 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.

JHJCR Vice-President.

Election: 2nd Epiphany.

Prerequisites: Exec Manifesto. Husting session. Must seek JJCR permission to continue holding any previously acquired posts. Subject to Election Regulation 16.ii. Cannot be held jointly.

Common Room: JHJCR.

Point of Contact: JJCR President.

Responsibilities: Runs the JHJCR Executive, responsible for arranging or deputising the arranging of their meetings. Deputises for the President when he is absent from Committee meetings, as well as attending a number of committees in his own right. Fields and responds to internal complaints and queries, liaising between JCR and College Officers as necessary. Picks up the slack on projects presented to or initiated by the Executive, responsible for overseeing their completion.

Average workload: 7-8 hours per week.

JHJCR Welfare Officer.

Election: 2nd Epiphany.

Prerequisites: Exec Manifesto. Husting session. Must seek JJCR permission to continue holding any previously acquired posts. Subject to Election Regulation 16.ii. Cannot be held jointly. Must have been interviewed by Katie Mackay and Kate Bruce, or been an S2S Officer.

Common Room: JHJCR.

Point of Contact: JJCR President.

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.

Yearbook Art and Design.

Election: 1st Epiphany.

Prerequisites: None.

Point of Contact: Yearbook Editor.

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.

Year Abroad Rep.

Election: 2nd Michaelmas.

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

Point of Contact: JHJCR Welfare Officer.

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 Editor.

Election: 1st Epiphany.

Prerequisites: Manifesto.

Point of Contact: JHJCR Services Manager.

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: 1st Epiphany.

Prerequisites: None.

Point of Contact: Yearbook Editor.

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 JJCR Meeting 2010, the JJCR 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 JJCR Constitution clause III) is not acceptable.
4. The JJCR 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 JJCR 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.