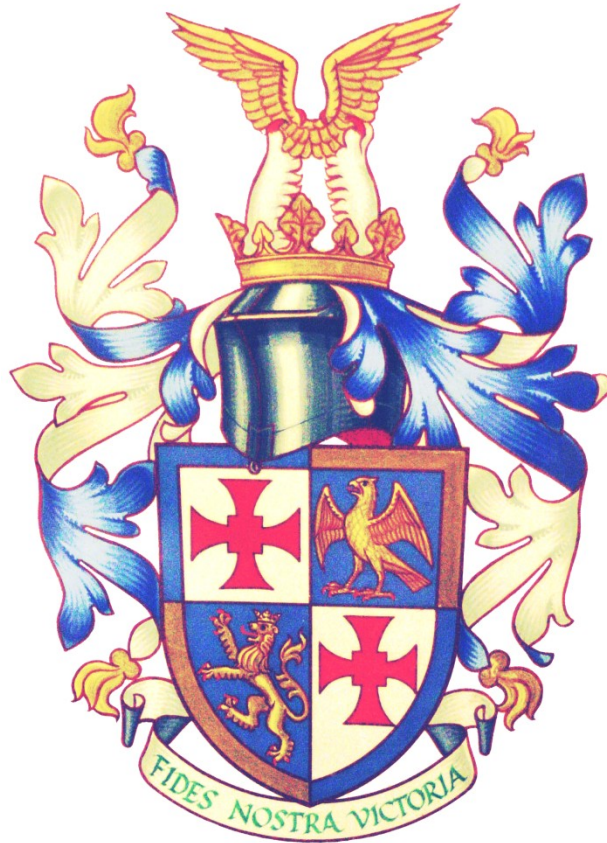


St John's College,
University of Durham



The Constitutional Documents of the
Joint Junior Common Room

Including

John's Hall Junior Common Room

John's Hall Middle Common Room

Cranmer Common Room

fides nostra victoria

Preamble

1. The name of the Common Room of St. John's College, Durham shall be the Joint Junior Common Room (hereafter 'the JJCR'). It shall be open to all members, undergraduate and postgraduate, of both John's Hall and Cranmer Hall.
2. The Constitution, Standing Orders, Election Regulations, Sub-Committee and Society Regulations and Appendices of the JJCR shall be collectively known as the 'Constitutional Documents.' The John's Hall Junior Common Room (hereafter 'the JHJCR'), the John's Hall Middle Common Room (hereafter 'the JHMCR') and the Cranmer Common Room (hereafter 'the CCR') shall each have their own constitutional documents, provided only that they do not conflict with the JJCR constitutional documents. In the event of any conflict, the JJCR constitutional documents shall prevail.
3. The constitution may only be altered by a referendum in which a majority of all JJCR members vote. A tied vote shall be regarded as lost. No part of the constitutional documents may be altered by implication.
4. No part of the constitution may be suspended.
5. All previous constitutional documents are hereby revoked. Previous resolutions of the JJCR 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except insofar as they are inconsistent with its express provisions, in which case such resolutions are immediately superseded.

JJCR Constitution

Clause I: Objectives

1. The JJCR shall seek to ensure fair treatment of all its members in the execution of its aims and objectives.
2. The aims of the JJCR are to:
 - a. Advance public education at St. John's College by promoting, maintaining and providing for the educational, social, welfare and general interests of its members.
 - b. Provide facilities for the leisure-time occupation of its members in the interests of their social welfare.
 - c. Act as a channel of communication between its members, College staff, and all other relevant bodies.
3. To this end, the JJCR shall have the power:
 - a. To seek maximum representation for its members in the government and administration of the College.
 - b. To seek and cause the JJCR to be affiliated to relevant external bodies.
 - c. To levy a subscription on JJCR members to aid the fulfilment of these objectives.
4. In the event that a majority of those voting in a referendum, duly called to debate the dissolution of the JJCR, 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 JJCR, for its use in the fulfilment of those objectives.

Clause II: Membership

1. There shall be two categories of JJCR member: Full and Honorary.
2. A full member shall be an undergraduate or postgraduate member of the College, except where he/she has failed to pay the relevant JJCR subscription fee by the due date, which must be at least seven days after the start of the Michaelmas term, and decided by the JJCR Executive Committee. The JJCR Executive shall set a membership fee for undergraduates, and a fee for postgraduates and Cranmer Hall students in accordance with the expected length of their course. These fees must be ratified by Finance Committee and the JJCR. The JJCR Executive may set and collect subscriptions for more than one year. The JHJCR, JHMCR and CCR need not charge the same

subscription fee for membership of the JJCR. Hereafter, any reference to 'JJCR members' shall refer to full members, unless otherwise stated.

3. Full JJCR members shall have the following rights (subject to Standing Orders):
 - a. The right to attend, speak and vote at all JJCR meetings.
 - b. The right to vote at the elections of JJCR 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 JJCR and entertain bona fide guests, who shall also be allowed to use those facilities. JJCR members shall be responsible for their guests.
4. Honorary membership may be conferred by an ordinary motion of the JJCR in recognition of outstanding work for the JJCR. The motion must specify the reasons for conferring the honorary membership, which may be revoked at any time by an ordinary motion of the JJCR. Honorary JJCR members may also be full JJCR members, if they fulfil the necessary criteria. Honorary JJCR members shall also be honorary members of the subsidiary common room of which they are or were a member. A list of HLMs passed and revoked will be kept under Appendix 3 of these documents.
5. Honorary JJCR members shall have the following rights, unless expressly disqualified hereafter.
 - a. The right to attend and speak at all JJCR meetings.
 - b. The right to enjoy the facilities of the JJCR and entertain bona fide guests, who shall also be allowed to use those facilities. JJCR members shall be responsible for their guests.

Clause III: No Discrimination Policy

1. At all times in the pursuance of its aims and objectives, the JJCR and its elected officers shall be bound by this policy.

All the members of the JJCR 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.

2. Specific exemptions from this policy shall be as listed elsewhere in the Constitutional documents only, and the creation of an exemption must be passed by a 90% majority at a quorate JJCR meeting.

Clause IV: The JJCR Executive

1. The JJCR Executive shall consist of:

The President, Vice-President, Treasurer and Welfare Officer of the JHJCR Executive, the President, Vice-President: Welfare and Treasurer of the JHMCR Executive and the President, Vice-President and Finance Officer of the CCR.

The Presidents-elect of the JHJCR, JHMCR and CCR shall be non-voting members of the Executive.

2. The Executive shall meet within the week prior to each Ordinary JJCR meeting. Additional meetings may be called by any President.
3. At least one member of each Common Room must be present for the meeting to be quorate.
4. The Executive shall be responsible for ensuring that minutes are taken of all meetings, and displayed on the JJCR website where available, and if not, in both halls.
5. The Executive shall have the power to co-opt non-voting members.

Clause V: JJCR Officers

1. The JJCR shall have a Senior DSU Representative, elected in accordance with Election Regulations. The Senior DSU Rep. shall automatically sit on the JHJCR, JHMCR and CCR Executives, with voting rights only on the Executive of the Hall of which he/she is a member.
2. The JHJCR President shall act as President of the JJCR. The JHMCR and CCR Presidents shall act as Vice-Presidents of the JJCR and may deputise for the President in any matter in his/her absence, at his/her request, or at the request of the JJCR Executive. No-one else may deputise for them without the agreement of both the JHMCR and CCR Presidents, or the JJCR Executive.
3. Every President shall be ex officio members of every JJCR committee.
4. The JHJCR Treasurer shall act as Treasurer of the JJCR.
5. The JJCR shall have non-executive officers, as specified in Election Regulations. They shall be elected in accordance with Election Regulations.
6. The JJCR may pass a vote of No Confidence in any of its elected officers, including any member of the JJCR Executive. If such a vote is passed, that officer shall resign (members of the JJCR Executive shall also resign their membership of the Executive of their Hall); if such a resignation has not been received by the JJCR President within 24 hours of the vote, the officer shall be deemed to have resigned.
7. Motions of No Confidence must be submitted at least 216 hours (nine days) before the JJCR meeting at which they are to be discussed, and must be displayed on the JJCR website, where available, and if not, in both Halls 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 9.
8. The JJCR may not require any officer to resign except by means of a vote of No Confidence.
9. The job descriptions of the JJCR Executive and other Officers shall be as detailed in Appendix 1: Job Descriptions of JJCR Officers.

Clause VI: JJCR Meetings

General:

1. The Chair's Committee shall meet at least seven days before every meeting of the JJCR to ensure that all motions are tabled correctly, the agenda is compiled with timings agreed by the Chair, and any other business relating to the conduct of the meeting discussed. Membership of this Committee is defined in JJCR Sub-Committee regulations.

Ordinary JJCR Meetings:

2. An ordinary JJCR meeting shall be one for which at least 14 days notice is given.
3. The JJCR President and Vice-Presidents shall have the right to call an Ordinary Meeting. The regulations for the convening of and procedure at JJCR meetings shall be laid down in Standing Orders 1 to 6.
4. A valid decision of a JJCR Meeting shall be a resolution duly proposed and seconded as a motion and passed by a simple majority, subject to Standing Orders.
5. Any reference in the Constitution and Standing Orders to a 'majority' with respect to a meeting shall mean a majority of those present and voting at a JJCR Meeting.
6. Any student, in respect of whom the composition fee is received, is eligible to vote on any motion concerning Part I finances.
7. The proceedings of any JJCR Meeting are only valid insofar as the meeting is quorate within the meaning of Standing Orders.
8. JJCR Members are at all times expected to respect the right of other members to listen to, and take part, in the discussion at Meetings.
9. All JJCR Meetings will be chaired by an independent Chair, subject to Standing Orders.
10. No ordinary JJCR meeting shall take place outside of standard University term.

Extraordinary JJCR Meetings:

11. The JHJCR, JHMCR and CCR Presidents shall have the right to call an Extraordinary Meeting. A meeting must be called if either President is petitioned in accordance with Standing Orders, or mandated by a meeting of the JJCR, JHJCR, JHMCR or CCR to do so.
12. Notice and the agenda of the meeting will be given in accordance with Standing Orders.
13. Discussion at an extraordinary meeting shall be restricted to the matters specified in the notice and agenda. Emergency motions shall not be accepted.
14. In all other respects the procedure of the meeting shall be governed as per the provisions for an Ordinary JJCR Meeting within Standing Orders.
15. No Extraordinary Meeting shall take place outside of standard University term.

Clause VII: External Affairs

Affiliation of the JJCR to external organisations:

1. The JJCR shall be affiliated to Durham Students' Union (hereafter 'DSU') and by association, through that body's affiliation, to the National Union of Students (hereafter 'NUS'). Representation on DSU Council shall be as specified in Standing Order 11 and relevant DSU Standing Orders. JJCR Officers shall be expected to attend all DSU Meetings which are relevant to his/her post. This part of this clause may only be amended by referendum.
2. The JJCR may also affiliate to any other external organisation which is not illegal and does not contravene the objects of this Constitution as defined by the JJCR President in conjunction with the JJCR Executive and the JJCR Chair.
3. Affiliation and disaffiliation to other external organisations shall be matters of JJCR policy, and all of the normal rules of JJCR policy as specified in Clause VIII of this Constitution shall apply, except that if the external organisation chooses to end the affiliation, the policy shall immediately and automatically lapse.

Affiliation of external organisations to the JJCR:

4. External organisations may ask to be affiliated to the JJCR.
5. To be affiliated to the JJCR, an external organisation must:
 - a. Have aims and objectives in its constitution compatible with those of the JJCR, and have its constitution, and any alterations made to it after affiliation, ratified by an ordinary motion of the JJCR.
 - b. Accept that their constitution is deemed to contain the clauses in Schedule 1.
 - c. Agree to follow the JJCR's No Discrimination Policy as stated in Clause III.1, except where exceptions have been granted under Clause III.2
 - d. Present the members of its Executive Committee to the JJCR for ratification and/or allow the JJCR to directly elect its Executive officers at a JJCR meeting.
 - e. Have at least 50% of their membership consisting of students of John's Hall or Cranmer Hall, except if the society has less than 15 members, in which case all of its Executive Committee must be from John's Hall or Cranmer Hall, but with no restriction on other members.
 - f. Have their President, Chair (or equivalent) a member of John's Hall or Cranmer Hall.
 - g. Have their Treasurer a member of John's Hall or Cranmer Hall.
 - h. Not be affiliated to DSU or any student representative body of another college or society.
 - i. Have an ordinary motion of the JJCR passed with a simple majority authorising their affiliation.
6. By affiliating to the JJCR, an external organisation gains the rights (notwithstanding Clause VII.7):
 - a. To be allocated a grant from the JJCR Part I Account, provided that the external organisation does not charge a membership subscription or engage in any activities which would cause it to have a VATable income. This grant may not be used in ways that

contravene the Aims and Objectives of the JJCR, or the No Discrimination Policy of the JJCR, and must be spent on society purposes. External organisations that have a VATable income or charge a membership subscription may choose to become a part of the JJCR Part II Account, as stated in Clause IX: Finances.

- b. For its ratified officers to use JJCR facilities in furtherance of its Aims and Objectives.
7. The ratification of the Executive Committee or a member of the Executive Committee of an external organisation requires a simple majority at a JJCR meeting. If this is not achieved, the JJCR shall not recognise that person as a representative of the external organisation. If a majority of the Executive officers of the external organisation are not ratified, then that external organisation loses the rights granted in Clause VII.6 until a majority of its Executive officers have been ratified.
8. The deratification of the Executive Committee or a member of the Executive Committee of an external organisation requires an ordinary motion, included in the agenda for the meeting, to be passed with a 66% majority at a JJCR meeting.
9. A copy of the constitution of an external organisation shall be placed in the JJCR Constitution in the Schedules Document. Any changes to this must be ratified by the JJCR, except that the JJCR Executive may unanimously decide to ratify minor changes.
10. Any external organisation may disaffiliate from the JJCR at any time provided that its membership votes in favour of doing so in accordance with its constitution.
11. The JJCR may pass a motion to disaffiliate an external organisation. This motion must be included in the agenda of the meeting and requires a 66% majority to succeed.
12. Upon disaffiliation, for whatever reason, the organisation must pay back to the JJCR any grant remaining unspent at this time, and immediately pay back any debts owed to the JJCR.

Clause VIII: JJCR Policy

Introduction of Policy:

1. A JJCR Policy is created by the passing of an ordinary motion of the JJCR in accordance with Standing Order 3 which contains a clause or clauses of the form 'This JJCR Resolves as a Matter of Policy...' These clauses then become JJCR policy upon the passing of the motion.
2. Any motion to create JJCR Policy must be included in the agenda for the meeting in accordance with Standing Order 3.
3. JJCR Policy can also be introduced by a referendum, as stated in Standing Order 13.

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 JJCR 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 JJCR (or 80% of the members of any subsidiary common room) petition the President to allow this. A 66% majority at a quorate JJCR meeting is then required to alter and/or rescind policy.
6. Policy created by a motion of the JJCR may only be altered or rescinded by the passing of an ordinary motion or referendum that includes a clause or clauses of the form 'This JJCR Resolves to alter JJCR Policy by...' or 'This JJCR Resolves to rescind the JJCR 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 JJCR (or 80% of the members of any subsidiary common room) petition the President to allow this. A 66% majority at a quorate JJCR 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 JJCR in the second academic year after the academic year of its creation, and in later years.

Lapse and Renewal of Policy:

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

Recording of Policy:

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

Clause IX: Finances

1. The finances of the JJCR shall be administered by the Treasurer, in conjunction with any other JJCR officer whose role includes financial responsibilities and any officer of any JJCR society whose role includes financial responsibilities, and under the supervision of Finance Committee.
2. The JJCR Treasurer shall maintain separate accounts for moneys received from the University Composition Fees (Part I) and other JJCR income and expenditure (Part II). Only at the discretion of both the Treasurer and President can money be transferred from one account to the other. Any transfer thus authorised shall be reported to the next Finance Committee meeting. Part I expenditure shall be in accordance with such regulations as may be laid down by the University.
3. Any item of expenditure over £200 must be authorised by a JJCR meeting (except under the circumstances outlined in sections 7, 8 and 17 below), and the motion authorising the expenditure must have been included in the agenda for the meeting. Inclusion in a budget is deemed to grant authorisation. If the expenditure has been ratified by Finance Committee within the past 12 months, it shall require a simple majority for authorisation. If it has not been thus authorised, this fact shall be clearly stated at the meeting by the chair of the meeting, and the motion shall require a 90% majority.
4. Anyone in respect of whom Composition Fees are received from the University, whether or not a member of

the JJCR, may participate fully in debate and voting in matters concerning such Fees.

5. Any motion authorising expenditure shall include a statement of the estimated cost, if a fixed sum is not specified. Expenditure more than 25% greater than that sum shall require further authorisation from the JJCR.
6. Items of expenditure less than £200 may be authorised by the procedures in Clause IX.3 Alternatively they may be authorised by Finance Committee alone, subject to their authorising no more than £1000 of such expenditure in any one term and there being no formal objection to the motion at the subsequent JJCR meeting when the matter is presented. Expenditure will be authorised effective from the close of that meeting.
7. If in exceptional circumstances expenditure needs to be authorised outside term-time, it may be so with the unanimous agreement of at least three fifths of the members of the JJCR Executive. Any expenditure thus authorised shall be reported to the first Finance Committee meeting of the following term, and if over £200 also to the first JJCR meeting of the following term.
8. The Social Events Committee (hereafter 'SEC'), Bailey Theatre Company (hereafter 'BTC'), Just World Shop and the Freshers' Week Team do not normally need to seek authorisation for their expenditure, however they must ensure that all expenditure is balanced by expected income. SEC, BTC and the Freshers' Week Team are required to produce a full budget at least 14 days before any event. Any such budget must be checked and authorised by the JJCR Treasurer before any such event can go ahead. For any item or collection of items of expenditure over £200 a purchase order form must be filled in and signed by the JJCR Treasurer and a copy must be made and put in the JCR's financial records. Any such expenditure must also be included in the relevant officer's report at the next Finance Committee.
9. The Services Manager and JWS Treasurer do not normally need to seek authorisation for their expenditure. The Services Manager must report all expenditure to Finance Committee since the last meeting.
10. The JJCR Treasurer shall prepare termly accounts, which must be ratified by Finance Committee; he/she shall also make a financial report to the first JJCR meeting of each term. He/she shall also prepare annual accounts which must be submitted to the College's Resources Committee and the University's Bursarial Department, and must be ratified by Finance Committee and the JJCR.
11. JJCR moneys may be used only for the purposes for which they have been allocated; JJCR moneys allocated to any organisation within or beyond the JJCR must be used for the stated purposes of that organisation, unless the JJCR specifies more precisely how they shall be used.
12. No expenditure may be made contrary to any of the provisions of this Constitution.
13. The JJCR may pass a vote of No Confidence in any member of Finance Committee and in any officer of the JHJCR, JHMCR or CCR involved in the administration of JJCR moneys. The procedure shall be as specified in Clause V: JJCR Officers (in which the term 'officer' shall be interpreted to include anyone covered by this paragraph).
14. Only in exceptional circumstances may expenditure be authorised retrospectively.
15. Any moneys made in connection with holding a JJCR position shall be deemed as belonging to the JJCR unless established in the terms of office or otherwise agreed by a quorate JJCR Executive meeting.
16. No contract which is binding on the JJCR shall be signed without the consent of the JJCR Executive.

Clause X: Indemnity

1. For the purposes of this Clause, 'Elected officers of the JJCR' shall include elected officers of the JJCR and its subsidiary common rooms, and, provided that they have been ratified by the JJCR, any appointed officer of the JJCR, any officer of a sub-committee of the JJCR, and any officer of an organisation affiliated to the JJCR, except officers of the Bar, and officers of affiliated organisations under the Part II Account.

2. For the purposes of this Clause, 'the JJCR' shall include the JJCR, its subsidiary common rooms, its sub-committees, and any affiliated organisations that are not under the Part II Account. It shall not, however, include the Bar.
3. Every elected officer of the JJCR shall be entitled to be indemnified out of its assets against all losses or liability he/she may sustain or incur in or about the execution of his/her 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 JJCR in the course or as a consequence of the execution of his/her duties or in relation thereto; provided that this shall not affect his/her liability for the consequences of his/her own negligence or the consequences of a malicious act on his/her part.
4. Failure to obtain authorisation for expenditure shall be prima facie evidence for negligence.

Clause XI: Amendment and Suspension

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 JJCR vote.
2. The Constitution, except where stated otherwise within a Clause, may also be amended by passing, with a 66% majority, a motion included in the agenda of two consecutive JJCR meetings. Any successful motion may only be amended before the first successful vote, and cannot be amended during the second meeting.
3. The Standing Orders, Election Regulations and Schedules may also be amended by passing, with a 66% majority, a motion included in the agenda of one JJCR meeting, unless a Schedule contains its own procedure for amendment, where this shall take precedence.
4. All amendments to any part of the Constitutional documents must be checked by the JJCR Chair and JJCR President, and also by the Vice-Chair in the case of Election Regulations only, to ensure that they are correctly worded. Amendments need not have the support of any of these individuals.
5. As stated in Preamble 4, no part of the Constitutional documents may be amended by implication, or suspended, excepting necessary renumbering of sections, which shall be the responsibility of the JJCR Chair.
6. No part of this clause may be amended except by referendum.
7. It shall be the responsibility of the JJCR Chair, JHJCR Communications Officer, JHMCR Treasurer and CCR Secretary to keep and maintain a current and accurate copy of the Constitutional documents, to be made available on the JJCR website, where available, and if not, upon request.

Clause XII: Interpretation

1. If the CRC is active, that body shall act as the interpreters of the Constitution in accordance with Schedule 6. If the CRC is inactive, then section 2 applies.
2. Subject to the control of the JJCR, the JJCR Chair and JJCR President shall be the sole interpreters of the Constitutional documents, except that the JJCR Vice-Chair, as Returning Officer, shall be an interpreter of the Election Regulations only. Any question concerning their interpretation shall be referred to the interpreter who shall issue a ruling which shall be binding unless overturned by an ordinary motion of the JJCR. In the event of such a ruling, the JJCR President shall be automatically mandated to propose an amendment to the Constitutional documents to resolve any dispute.
3. Any question concerning the interpretation of these Constitutional documents in relation to the conduct of a meeting shall be settled by the ruling of the chair, which may be challenged as specified in Standing Orders. Any such ruling shall lapse at the close of the Meeting.
4. If the JJCR Chair's ruling is successfully challenged under Standing Order 4 the disputed interpretation shall be

resolved for the purposes of the meeting by a simple majority.

5. Any question concerning the interpretation of this Constitution and Standing Orders in relation to the conduct of an election or referendum shall be settled by the ruling of the Vice-Chair, which may be challenged as specified in Standing Orders. Any such ruling shall lapse after the procedure for the election or referendum has been completed.
6. In the event of a conflict between two parts of the Constitutional documents, the Preamble shall take precedence over the Constitution, which shall take precedence over the Standing Orders and Election Regulations, which shall take precedence over the Schedules. There shall be no fixed order of precedence between the Election Regulations and Standing Orders.

Clause XIII: Complaints Procedure

(In accordance with the 1994 Education Act)

1. Any complaint relating to an individual JJCR officer, group of JJCR officers, the JJCR Executive, or the Executive of the JHJCR, JHMCR or CCR, shall be heard according to the procedure set out below.
2. This clause shall not restrict a member of the JJCR from enjoying his/her right to follow the complaints procedure as set out in the College Regulations if he/she wishes to do so in the first instance.
3. If a member of the JJCR feels that he/she has been unfairly dealt with by an officer or officers as stipulated in part 1, or that he/she has been unfairly disadvantaged by opting out of JJCR membership, then he/she has the right to complain and have that complaint dealt with promptly and fairly. Where a complaint is upheld there should be an effective remedy.
4. The complainant shall see the JJCR 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/her claim insofar as is possible. A written note of any verbal comments will be made by the JJCR President. If at this stage the JJCR President or JJCR Chair feels the complaint is of a nature that commands the College Officers' immediate attention, then he/she shall redirect the complaint to be dealt with in line with the College's complaints procedure. Otherwise, the JJCR President shall endeavour to resolve the complaint to the complainant's satisfaction.
5. If the complaint is against the JJCR President, then the complainant shall see the JJCR Chair in the first instance. He/she shall then endeavour to resolve the complaint as stipulated in part 4.
6. If the complainant is still unsatisfied then he/she shall have the right to seek a satisfactory resolution via an investigation undertaken by an independent person appointed by the JJCR Executive. Ordinarily this person shall be the JJCR Chair or, if inappropriate, the JJCR Vice-Chair. This person, hereafter 'the Investigator', shall be responsible for conducting an independent investigation.
7. 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.
8. The proceedings for the reporting of the investigation shall take the following form:
 - a. Present at the proceedings shall be:
 - i. the Investigator, (in the Chair).
 - ii. the Presidents and Vice-Presidents of the JHJCR, JHMCR and CCR.
 - iii. the Communications Officer of the JHJCR (minuting).
 - iv. the complainant and/or a representative of his/her choice.
 - v. the person complained of and/or a representative of his/her choice.
 - b. 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.

- c. The Investigator shall report his/her findings and both the complainant and complained of shall have the right to respond to the report.
 - d. The Investigator shall then consider the matter in light of the statements made and seek to produce a resolution satisfactory to the complainant.
9. If the investigation fails to produce a satisfactory resolution, the complaint shall be referred to the College to follow the complaints procedure as set-out in the College Regulations.

JJCR STANDING ORDERS

1. Convening and Attendance of JJCR Meetings

- i. The JJCR will meet to discuss motions concerning Part I and Part II finances and any issues relating to both halls.
- ii. The Presidents of the JHJCR, the JHMCR and the CCR shall each have the prerogative of calling a meeting of the JJCR and are obliged to call such a meeting when petitioned by one fifth or more of the members of the JJCR.
- iii. Any student, in respect of whom the composition fee is received, is eligible to vote on any motion concerning Part I finances.
- iv. There shall usually be at least three meetings per term. If a meeting is not quorate it may proceed at the Chair's discretion, although any call for quoracy from the floor must be upheld. If there is a call for quoracy, and the meeting is found to be inquorate, then all business remaining before the house shall be withdrawn, and the meeting shall end. This shall be without prejudice to any decisions already made by the meeting.
- v. Notice of a JJCR meeting shall be given at least 14 days before the day of the meeting and shall be posted on the JJCR website, where available, and if not, in both halls; unless one of the Presidents is petitioned by a quorum of those eligible to vote, when the time of notice may be reduced to not less than 24 hours. When any of the Presidents is so petitioned the meeting should be held within 72 hours (three days).
- vi. Motions may be submitted to the JJCR Chair up to 264 hours (eleven days) before the meeting. The agenda, stating the motions to be discussed, including the times allocated by the Chair for each motion, and a copy of the minutes of the last meeting shall be posted on the JJCR website where available, and if not, in both Halls at least 168 hours (seven days) before the meeting.
- vii. Further motions may be received at the Chair's discretion, except for those mentioned elsewhere in the Constitutional documents.
- viii. The Chair's decision on the time allocated to each motion shall be final, notwithstanding a Challenge to the Chair, unless a procedural motion is passed to extend the time allocated.
- ix. All members should attend the meetings of the JJCR or submit apologies if they are unable to attend.
- x. In order to be elected to a JJCR post at a JJCR meeting, a candidate must either be present at the meeting, or have written to the Chair in advance stating why he/she cannot attend. In the latter case the JJCR Chair will then briefly explain why the candidate cannot attend and his/her Proposer or Seconder will hush in his/her place. If apologies are not given, or neither the Proposer nor Seconder is present, then the candidate may not stand.

2. Procedure at JJCR Meetings

- i. All motions not specified elsewhere in the Constitutional documents shall require a simple majority of those voting to be passed, for which a quorum shall consist of one fifth of the members of the JJCR.
- ii. The JJCR Chair shall chair the meetings. The JJCR Vice-Chair or JHJCR Communications Officer may deputise if necessary, including if the Chair steps down.

- iii. The order of the agenda for JJCR meetings shall usually be as follows:

Opening Prayer

Apologies for Absence

Minutes of the last JJCR Meeting and Matters Arising

Questions of the Executive Officers of the JJCR and JHJCR

Reports of any other Officers of the JJCR and JHJCR, and Questions

Motions (issues concerning both Halls)

Elections to JJCR non-executive positions.

Any Other Business (relevant to both Halls).

3. Motions

- i. All business to be discussed shall usually be in the form of a motion but the Chair may allow discussion of any subject at his/her discretion.

- ii. The form of the motion shall usually be:

'This JJCR Notes:' (factual points by way of introduction to the motion)

'This JJCR Believes:' (in response to the notes, giving the reasoning behind the need for action)

'This JJCR Resolves:' (the proposed immediate action of the JJCR)

and/or:

'This JJCR Resolves as a Matter of Policy:' (the proposal for a new entry into the Policy Document which will affect ongoing action by JJCR officers)

The motion must be proposed by a JJCR member (the Proposer) and seconded by another JJCR member (the Secunder). Alternatively, any sub-committee of the JJCR may propose, second, or propose and second any motion, in accordance with Standing Order 3.xvi. In this case, the committee shall nominate one of its members to act as Proposer and/or Secunder.

Motions not tabled in this format shall only be accepted at the Chair's discretion. The Chair must refuse to accept any motion without a valid Proposer and Secunder.

- iii. 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 Secunder of the motion.

- iv. When a motion is placed before the house proposed and seconded by the Constitution and Standing Orders:

a. 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.

b. 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.

c. The motion shall then be debated in accordance with the rest of Standing Order 3, save that if there is no-one willing to speak in favour of the motion, the initial speech and summation by the proposer shall be ignored.

d. 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.

e. It shall be the responsibility of the Chair of the JJCR, in consultation with the Vice-Chair of the JJCR, the Communications Officer of the JHJCR, the Treasurer of the JHMCR and the Secretary of the CCR, to ensure that all motions that are proposed and seconded by the Constitution and Standing Orders are brought before the JJCR at the correct time.

- v. The Chair shall first take a proposing speech, 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. Further discussion shall take place until the time for the motion has elapsed. Any further discussion may only continue if a procedural motion is proposed to extend the time limit. All speeches shall be made through the Chair.

- vi. 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. The House shall then move to a vote.

- vii. If there is no opposition to a motion (or amendment), the Chair may take it as carried on a general 'Aye'. If any JJCR 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.

- viii. The Chair shall appoint two tellers, who shall normally be the Vice-Chair and JHJCR Communications Officer.

- ix. If the vote is tied, there shall immediately be a re-vote. If this vote is also tied then the motion shall be deemed to have been withdrawn.

- x. There shall be no more than one substantive motion before the house at any one time.

- xi. An amendment to a motion may be proposed and seconded. If the Proposer of the substantive accepts the amendment it becomes part of the substantive motion unless there is an objection from the floor. If it is not accepted by the Proposer of the substantive motion, or there is an objection from the floor, the substantive shall be set aside whilst the amendment is discussed and voted upon. If this motion is then passed, it stands as part of the substantive motion which is brought back before the house. If the Proposer of the substantive motion does not accept the amended motion, it shall be withdrawn, unless the Proposer and Secunder of the amendment accept the amended motion as his/her own. Amendments which concern Standing Orders and finance must be presented in advance of the meeting.

- xii. For the sake of clarity and good order during meetings, the Chair shall endeavour, as far as possible, to solicit amendments before meetings and to publish them in advance.

- xiii. Further amendments may be introduced but no more than one amendment may be before the House at any one time and no amendment may be proposed while the original amendment is on the floor.

- xiv. The following procedural motions may be proposed at any time:

a. That the order of the Agenda be altered as follows.

b. That this House moves to the next business at once.

c. That the motion not be put.

d. That the motion not be put, but the issue be considered by...

e. That the motion not be further amended.

f. That the motion be taken in parts.

g. That the motion be voted upon by secret (paper) ballot.

h. That the motion be voted upon by e-vote.

i. That the motion be voted upon anonymously (i.e. the Proposer, Secunder and official opposition leave the room while the vote is taken).

j. That the House move at once to summations and then to the vote.

k. That the time allowed for this motion be extended by...

l. That the meeting be adjourned for a specified time (maximum 30 minutes).

m. That the meeting be ended.

n. To allow joint candidature for a non-executive position.

o. Challenge to the Chair.

p. Motion of Censure.

q. Motion of Suspension.

r. Motion to Exclude (can only be proposed by the Chair in accordance with Standing Order 6).

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.

- xv. 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.

- xvi. Any sub-committee of the JJCR (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, at least twice as many vote for as against doing so. The exception to this shall be the JJCR Executive and the Executives of the subsidiary common rooms, which must unanimously (of those present and voting) support the submission of a motion to the JJCR.
- xvii. Motions not included in the agenda may be discussed, under Any Other Business, at the discretion of the Chair, except that no amendments to the Constitutional documents, or motions authorising new expenditure or increasing amounts authorised for other expenditure may be put.

4. Challenge to Chair

If the Chair, using his/her discretion under these Standing Orders, is challenged, then the following procedure must be followed:

- i. He/she must immediately relinquish the Chair to the Vice-Chair.
- ii. The challenger has two minutes to state the reasons for the challenge.
- iii. The Chair has two minutes to give reasons for the decision(s) he/she has taken.
- iv. A maximum of three minutes will then be allowed for discussion.
- v. The challenger and the Chair may then briefly summate.
- vi. The JJCR will then move to a vote. If the motion is passed then the Chair's decision is overruled.

5. Minutes

- i. The JHJCR Communications Officer shall be responsible for the taking of minutes of every JJCR meeting. The JHJCR Communications Officer shall also be responsible for storing these minutes, which shall be on the JJCR website where available, and if not, available for inspection upon request.

6. Conduct at JJCR Meetings

- i. Gowns shall be worn by all JHJCR and JHMCR members attending the meeting in the same manner as the JJCR President has chosen to wear his/hers. JHJCR members present without gowns shall be deprived of the right to speak until such garments are duly worn.
- ii. At the discretion of the Chair, and/or with the permission of the meeting, persons who are not members of the JJCR may be allowed to be present and to speak, but not to vote.
- iii. If a person, not a member of the JJCR, or permitted to be present in accordance with Standing Order 1.iii, and without the permission of the meeting is present at the meeting, 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.
- iv. The Chair and Vice-Chair shall remain impartial and take no active part in debate or vote. The Chair may delegate the chairing of the meeting as stated in Standing Order 2.ii, provided that he/she is not actively participating in the debate where he/she intends to propose, second or speak on a motion. In such an event, he/she may vote.
- v. 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.
- vi. Any members refusing to obey these rulings shall be ejected unless an apology is forthcoming.

7. Motions of Censure

- i. A Motion of Censure may be brought against any officer of the JJCR, to indicate the JJCR's strong disapproval of the actions of the officer.

- ii. The Motion may be submitted at any point prior to the meeting, or during the meeting as a procedural motion in accordance with Standing Orders 3.xiv.
- iii. The Motion shall require a simple majority to be passed.
- iv. If two Motions of Censure are passed at separate meetings against any one officer during his/her term of office on matters which are directly connected with the officer's duties, then the officer shall immediately face a Motion of No Confidence, proposed and seconded by the Constitution and Standing Orders, excepting where the second Motion of Censure was preceded by an unsuccessful Motion of No Confidence, as detailed in Standing Order 9 (Motions of No Confidence)
- v. Before the debate begins on the second such Motion of Censure, the Chair shall clearly state the implications of a successful vote. The JJCR Chair shall therefore be responsible for keeping a list of officers censured on matters which are directly connected with the officer's duties.

8. Motions of Suspension

- i. A Motion of Suspension may be brought against any officer of the JJCR and shall cause the officer to be immediately suspended from his/her duties, whilst the alleged misconduct is investigated and a report is produced.
- ii. A Motion of Suspension may be substantive or procedural, and requires a 66% majority to be passed.
- iii. If substantive, the Motion must have a proposer and a seconder. The Motion must clearly state the allegations which require investigation.
- iv. If the Motion of Suspension is accompanied by the signatures of 25% of the JJCR, the officer is immediately suspended until the Motion can be debated. If the Motion is then defeated, he/she is immediately reinstated. If the Motion is passed, he/she remains suspended and an investigation shall begin as stated in Standing Orders 8.vi to 8.viii.
- v. If the Motion of Suspension is procedural, it must clearly state the allegations which require investigation. If the Motion is passed, the officer is immediately suspended from all duties.
- vi. After the suspension of the officer, the JJCR Executive shall be mandated to investigate the allegations and shall present a report at an Extraordinary JJCR meeting within 14 days.
- vii. If the suspended officer was a member of the JJCR Executive, then the proposer and seconder may require the JJCR Chair to conduct the investigation into the allegations and present the report. The JJCR Vice-Chair would then chair the Extraordinary JJCR meeting.
- viii. At the Extraordinary JJCR meeting the report shall be read, and the suspended officer shall automatically be subject to a Motion of No Confidence proposed and seconded by the Constitution and Standing Orders.

9. Motions of No Confidence

- i. Any officer of the JJCR may be removed from his/her office by a successful Motion of No Confidence.
- ii. The Motion shall have a proposer and a seconder, who shall state why they have no confidence in the officer.
- iii. If the signatures of 25% of the JJCR membership are attached to the Motion then the officer shall immediately be suspended from his/her duties and the JJCR President shall be obliged to call an Extraordinary JJCR meeting within seven days of receipt of the Motion.
- iv. The Motion may not be amended in any way, although it may be withdrawn with the agreement of the proposer and seconder.
- v. The Motion shall require a 66% majority at a quorate JJCR meeting to be passed.
- vi. As stated in Clause V of the JJCR Constitution, if the Motion is passed, the officer shall resign (members of the JJCR Executive shall also resign his/her membership of the Executive of his/her Hall); if such a resignation has not been received by the JJCR President within 24 hours of the vote, the officer shall be deemed to have resigned. If

the Motion is not passed then the officer shall immediately resume all his/her duties.

- vii. If a Motion of No Confidence is defeated, then a Motion of Censure, proposed and seconded by the Constitution and Standing Orders will automatically be put before the JJCR, and voted upon immediately without further debate.
- viii. The complete procedure for a Motion of No Confidence shall be explained by the Chair before the start of debate.

10. Societies, Councils and Affiliated Organisations

- i. There shall be two Councils affiliated to the JJCR: the Societies Council and the Sports Council.
- ii. Any society or organisation affiliated or wishing to be affiliated to the JJCR must satisfy the requirements of the JJCR as stated in Clause VII: External Affairs and seek affiliation to one of the two Councils by way of ordinary motion of the JJCR unless it is incompatible with the councils in which case it may affiliate independently in the same manner.
- iii. Any changes to the constitution of an affiliated organisation or society must be ratified by an ordinary motion of the JJCR.
- iv. Affiliated organisations are required to keep a list of all members, and make this available to the JJCR upon request.
- v. A society constitution that has been ratified by the JJCR is deemed to contain the clauses listed in Schedule 1.
- vi. The two councils shall record in their schedules which organisations and societies are affiliated to it.

11. Representation at DSU Council

- i. The JJCR shall have a number of votes at DSU Council as determined by DSU in accordance with their Standing Orders.
- ii. The JJCR Senior DSU Rep. shall hold one vote at DSU Council.
- iii. If the JJCR is entitled to two or more votes at DSU Council, the JJCR President shall hold one vote at DSU Council.
- iv. If the JJCR 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.
- v. Any holder of a vote at DSU Council shall be expected to attend all DSU Councils and UGMs. If a Junior DSU Rep. or the Senior DSU Rep. fails to attend two consecutive ordinary DSU meetings (either Councils or UGMs), or three in any one term, then he/she shall be subject to an automatic Motion of No Confidence, proposed by the Constitution and Standing Orders.
- vi. The JJCR President shall be expected to attend DSU Councils and UGMs even if he/she does not hold a council voting card.
- vii. If a holder of a Council vote is absent from a meeting of DSU Council, then the voting card will be allocated in accordance with DSU Standing Orders.
- viii. If any position that entitles its occupant to a Council vote is unoccupied at the time of a DSU Council, then that vote shall be allocated as stated in Standing Order 11.vii
- ix. As stated in Clause VIII: Policy, holders of Council votes must vote with JJCR Policy whenever this applies, or abstain and present a report to the next JJCR meeting. If there is no policy in force upon an issue before DSU Council, the holder of a vote may use it as he/she chooses.

12. Finances

- i. Definitions: A 'JJCR organisation' is any subcommittee which the JJCR or a subsidiary common room may set up and which has powers of expenditure (which shall include, but is not limited to: SEC, BTC, Just World Shop, Daylight Robbery), or any affiliated society (e.g. Orchestra), or any officer of the JJCR or a subsidiary common room who administers a budget which Finance Committee shall

request to be presented as separate accounts (e.g. Services Manager).

- ii. At the nomination of Finance Committee and after ratification by the JJCR, a JJCR Honorary Treasurer shall be appointed. Such a person may not be a student at the University of Durham, nor a member of the staff of St. John's College. He/she must be either a member of the teaching or administration staff of the University of Durham, or a qualified accountant, or approved by College Officers.
- iii. The Honorary Treasurer shall advise the JJCR Treasurer in his/her duties. He/she shall be sent copies of all JJCR accounts, and at his/her request may examine any of the JJCR's financial records. He/she shall draw the attention of Finance Committee to any concern he/she may have over the administration of JJCR finances.
- iv. The JJCR Treasurer shall produce an annual budget for Part I spending at the start of each Michaelmas term; and a revised budget at the end of the Easter term. Other revised budgets may be produced at any time the JJCR Treasurer shall judge necessary. Each new or revised budget shall be ratified by Finance Committee and approved by the JJCR. Expenditure included in any budget is deemed to have been authorised, following the budget's ratification and approval. The budget presented at the start of the Michaelmas Term must be presented at Resources Committee and submitted to the University Bursarial Department.
- v. If expenditure has been authorised by being included in a budget, any increase in that budgeted amount requires authorisation by the JJCR and/or Finance Committee, as specified in the Constitution.
- vi. If an organisation has been allocated a sum in a budget, amounts up to that sum shall be paid to it or on its behalf if it shall satisfy either the JJCR Treasurer or Finance Committee that it will spend or has spent such amounts for the stated purposes of that organisation. The organisation has no right to the full amount budgeted unless these conditions are met. A new or revised budget authorised under iv. automatically supersedes any previously budgeted expenditure.
- vii. Accounts for the previous term for each JJCR organisation must be submitted to Finance Committee for ratification at or before that committee's second regular meeting of each term; to this end they must be in the possession of the JJCR Treasurer at least 72 hours (three days) before that meeting. These are primarily the responsibility of the Treasurer or equivalent of each organisation. However the JJCR Treasurer shall assist as necessary in order to maintain adequate administration of the JJCR's monies. Alternatively, Finance Committee may dispense any affiliated society that is not under the Part II Account from the need to present full accounts, requiring instead a statement of how money given during the previous term by the JJCR was spent.
- viii. Any treasurer who does not present his/her termly accounts to the JJCR Finance Committee within the following term, and has not satisfied the JJCR Treasurer that the failure to present these accounts is beyond his/her control, will have to present an explanation to the JJCR which, if not forthcoming, will mean that he/she is deemed to have resigned. In the case of the JJCR Treasurer failing to present his/her accounts within the requisite time period it is the JJCR President, in conjunction with the JJCR Executive, who must be satisfied that failure to present accounts is due to circumstances beyond the control of the JJCR Treasurer.
- ix. Any organisation of the JJCR that receives money from the JJCR and has a private bank account shall submit a statement of balances to the JJCR Finance Committee twice annually, and at least on one occasion before the close of Easter term.
- x. Any such private bank accounts must include as signatory at least one member of the JJCR Finance Committee.
- xi. The JJCR Treasurer has overall responsibility for VAT, and shall complete the VAT forms as necessary for all JJCR VATable organisations. All officers of JJCR organisations shall give the maximum possible assistance

towards this, and shall ensure that adequate records are kept within their organisation.

- xii. Money raised from subscriptions may be used for any purpose which the JJCR sees fit and this shall be reviewed by Finance Committee should the need arise.
- xiii. Money raised by any JJCR organisation may either be used to further the aims and objectives of that organisation, or may be given to the JJCR for it to spend as it sees fit.

13. Conduct of Referenda

- i. A referendum shall be held if:
 - a. The JJCR passes an ordinary motion calling for a referendum, or:
 - b. The Executive of the JJCR unanimously agrees that a referendum is necessary, or:
 - c. One-fifth of the members of the JJCR petition the President to call a referendum.
- ii. The timing of the entire process of the referendum shall be decided upon by agreement of the Returning Officer and the President of the JJCR to be in accordance with Standing Orders and to take place entirely within one term.
- iii. The first day of referendum shall be preceded by not more than one week and not less than two days by an ordinary or extraordinary meeting of the JJCR, at which the issue will be debated but not voted upon.
- iv. A meeting of the JJCR shall take place between one and two weeks after the referendum has been called, unless this would mean that any of the referendum process (including time to appeal) would take place outside of term, in which case, the meeting will take place within ten days of the start of the next term.
- v. The Returning Officer and Assistant Returning Officers shall be as defined in Election Regulations, except that any actively supporting an option in a referendum shall not be eligible to be Returning Officer or Assistant Returning Officer.
- vi. Active support shall be defined as the production and/or distribution of publicity (as defined in Election Regulations) for the proposition of an option. Alternatively, the Returning Officer may rule that the activities of an Assistant Returning Officer that relate to the referendum, although not defined as such in this Standing Order, are active support, and so are incompatible with his/her continuation as an Assistant Returning Officer. This decision may be overturned by a majority at a JJCR meeting.
- vii. Each option in the referendum shall be proposed by a member of the JJCR other than the Chair or Vice-Chair of the JJCR.
- viii. The referendum shall be by electronic vote by the members of the JJCR except in the event of an electronic vote system failure, in which case, there will be a paper ballot.
- ix. The referendum shall be conducted by Single Transferable Vote, as defined by the Electoral Reform Society, and interpreted by the Returning Officer. A clear explanation of Single Transferable Vote will be available on the electronic vote system.
- x. The quorum for the referendum shall be half of the members of the JJCR (rounding up). An inquorate referendum shall be invalid. A tied vote shall be regarded as lost.
- xi. The electronic vote shall be open for at least six hours.
- xii. There shall be one electronic vote form with each option clearly printed.
- xiii. Publicity and campaigning shall be subject to all relevant Election Regulations.
- xiv. Each option in the referendum shall have the right to produce a manifesto, subject to the relevant Election Regulations.
- xv. The electronic system will record who has voted.
- xvi. No campaign materials, except for that considered necessary by the Returning Officers for the conduct of the referendum shall be allowed in a public access computer room.
- xvii. All complaints about the conduct of a referendum shall be made in writing to the Returning Officer within seven days of the announcing of the result of the

referendum. If a complaint is received, the Returning Officer, with the majority agreement of the Assistant Returning Officers, may rule the referendum out of order.

- xviii. The election shall be ruled out of order if in the opinion of the Returning Officer there are reasonable grounds to believe that:
 - a. Any votes were cast prior to the first date of the electronic vote.
 - b. The electronic vote system was open for a significantly shorter period than that prescribed by these regulations.
 - c. The number of electronic votes on the system exceeds the number of voters properly recorded on the vote record by more than one vote per full or partial one hundred recorded votes.
 - d. Turnout is below 50% of members of the relevant Common Room eligible to vote.
 - e. The electronic vote system was subject to any other form of gross electoral malpractice.
- xix. If the referendum is ruled out of order, or is inquorate, it shall be re-held at the earliest possible opportunity within the bounds of the Constitution and Standing Orders, unless the JJCR passes an ordinary motion not to do so in accordance with Standing Order 3.
- xx. The votes shall be counted not more than one hour after the close of polling by the Returning Officer and the Assistant Returning Officers. All proposers of options in the referendum shall be invited to attend the count, as will any observer appointed under Standing Orders.
- xxi. The result of the referendum shall, after the time for appeals to be lodged has elapsed, and assuming that any appeals are rejected by the Returning Officer, be the only ruling of the JJCR on that matter and shall take immediate effect unless explicitly stated otherwise on the options.
- xxii. Any member of the JJCR may propose to the meeting at which the issue is discussed, that an independent observer, who is not a member of the JJCR, who has given his/her consent prior to the meeting, and is agreed by a 66% majority at a meeting of the JJCR to be independent, may be asked to observe the conduct of the referendum to ensure that it complies with the Constitution and Standing Orders. If no independent observer can be agreed upon by the JJCR, then none shall be appointed.
- xxiii. Any observer required by law shall function as one appointed by the JJCR.
- xxiv. If there is an independent observer, then he/she shall report to the Returning Officers on the conduct of the referendum not more than 24 hours after the counting of votes has been completed.

JJCR Election Regulations

1. Administration

- i. All elections and referenda conducted by the JJCR shall be administered by the Returning Officer, acting with the Assistant Returning Officers ('the Returning Officers').
- ii. The Vice-Chair of the JJCR shall be the Returning Officer for all JJCR elections and referenda and members of the JJCR, JHJCR and CCR Executives shall be Assistant Returning Officers, except that any candidate in an election, or a person proposing/second an option or options in a referendum, may not act as Returning Officer or Assistant Returning Officer in that election or referendum. If the Vice-Chair is not eligible to act as Returning Officer, the Assistant Returning Officers shall select one of his/her number to be Returning Officer.
- iii. The Returning Officer, all Assistant Returning Officers and the JJCR Chair shall not propose or second candidates in any JJCR or JHJCR election.
- iv. Any ruling which the Returning Officer makes in connection with an election or referendum shall be published on the JJCR website where available, and if not, on the JJCR Executive notice board.

2. Method of Election and Terms of Officers and Committees of the JJCR

i. Vacancies:

- a. If a position on the Executive becomes vacant before the term specified 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.
- b. If any other Officer or Committee post becomes vacant before the term specified in these Regulations, and a successor has not been elected, a by-election shall be held at the next ordinary JJCR meeting, Regulation 6.ii notwithstanding. The candidate elected shall take up office at the close of the meeting at which he/she is elected.
- c. If any position becomes vacant, and the next incumbent has been elected but has not taken office, then he/she shall be informed of the vacancy, and have 48 hours (two days) to make a decision upon taking office. If he/she decides to do so, then he/she shall take office for the remainder of his/her predecessor's term of office, as well as his/her own normal term. If he/she declines to fill the vacancy, or does not reply within 48 hours (two days), the procedure in g. shall be followed, except that no by-election need be held.
- d. If the holder of a position becomes temporarily incapacitated and unable to perform his/her duties, this Standing Order shall apply until he/she is able to resume his/her duties, save that no by-elections need be held.
- e. If the position of JJCR President becomes vacant, the JJCR Vice-Presidents shall jointly take on the responsibilities of that post relating to the JJCR until a by-election can be held.
- f. If the position of JJCR Senior DSU Rep. becomes vacant, then the Junior DSU Rep's shall jointly assume this position until a by-election can be held.
- g. 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 JJCR member to occupy the vacant post and fulfill the tasks required until a by-election can be held or until the successor takes up office. 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 or until the successor takes up office.

ii. JJCR Executive:

- a. The JHJCR, JHMCR and CCR Presidents-elect shall be, ex-officio, non-voting members of the JJCR Executive.

iii. JJCR Senior DSU Rep:

- a. The JJCR Senior DSU Representative shall be elected by electronic vote of all JJCR members who hold membership of DSU.
- b. The Senior DSU Representative shall be elected during the fifth week of Epiphany term.
- c. Candidates for Senior DSU Representative must be members of DSU.
- d. All candidates must be ordinary members of the JJCR.
- e. The term of office for this post shall begin at midnight on the last Friday of the Epiphany term and shall last until midnight on the last Friday of the following Epiphany term.
- f. Candidates for JJCR Senior DSU Representative 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 his/her nominations ruled out of order.

iv. Non-executive Posts:

- a. These shall be elected by simple majority at a JJCR meeting, as set out in Election Regulation 16.
- b. Candidates shall fulfil any nomination requirements outlined in Election Regulation 16.
- c. All positions 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 Election Regulation 16.

3. Joint Elections to a Single Post

- i. A Joint Candidate shall be defined as two (or more) members of the JJCR, who are standing as a single candidate for the purposes of election.
- ii. JJCR Executive positions may not be filled by Joint Candidates.
- iii. In accordance with DSU Standing Orders, Joint Candidates may not stand for Junior DSU Representative.
- iv. 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 disallowing this.
- v. Such a procedural motion may, if the JJCR deems it necessary, impose a maximum limit on the number of individuals comprising each joint candidate.
- vi. If the procedural motion to allow joint candidature is defeated, the persons comprising the Joint Candidate may stand separately or withdraw his/her nominations as each individual desires. There is no requirement for every constituent member of the Joint Candidate to make the same decision.
- vii. If the procedural motion is passed, the Joint Candidate stands for election in exactly the same way as a normal candidate, except that, if there is a requirement to hush, the Joint Candidate shall nominate one of its members to hush. However, all constituent members of the Joint Candidate can be asked to answer questions.
- viii. If elected, Joint Candidates shall be treated as an individual for the purposes of Motions of Censure, suspension, and No Confidence.
- ix. If any of the constituent members of a Joint Candidate steps down, for whatever reason, including, but not restricted to: resignation or holding of incompatible offices the remaining members of the Joint Candidate shall be deemed to have resigned. A by-election shall then be held in the normal way.
- x. A motion allowing Joint Candidature for one JJCR position does not set a precedent either for other positions or for other elections to the same position at a later date.
- xi. Ratification of joint holders of positions on the Executive Committee of a body affiliated to the JJCR under Clause VII: External Affairs does not require a procedural motion.
- xii. All members of a Joint Candidate are jointly and severally responsible for the actions of the Joint Candidate as a whole. If a Joint Candidate is elected to a position involving attendance of a committee, then at least one of the members of the Joint Candidate must attend all committee meetings that the position requires of them, unless all members of the Joint Candidate are able to send valid apologies for absence.
- xiii. If a Joint Candidate is elected to a position carrying a vote on a committee, the Joint Candidate as a whole only has one vote. The individual members of the Joint Candidate must agree on the use of this vote. If such agreement is not possible, then they must abstain from voting on that issue. Joint Candidates shall only count as single person for the purposes of committee quoracy.

4. Method of Election and Terms of Office of JJCR Representatives to External Organisations

- i. Elections of representatives to external organisations shall be subject to JJCR regulations and the rules of the external organisation. If there is a conflict between the rules of the external organisation and the JJCR's Standing Orders, the former shall take precedence.
- ii. The following shall be ex-officio members of the following Committees of DSU:

- a. The JJCR Senior DSU Representative shall be the JJCR's representative upon the DSU Executive Committee.
 - b. The JJCR President shall sit on the Presidents' Committee.
 - c. The JHJCR Welfare Officer shall be the JJCR's representative upon the Welfare Executive Committee.
 - d. The JHJCR Livers-Out Officer shall be the JJCR's representative upon the Livers Out Committee.
- iii. In the event of a vacancy in any of these positions, the JJCR President (or person acting in that capacity) shall determine substitute representatives in accordance with Election Regulation 2.i pending the filling of the vacancy.

5. Holding of Incompatible Offices

- i. The JJCR Chair, JJCR Vice-Chair, and members of the JJCR Executive shall upon taking office, offer his/her resignation for any officer or committee post which he/she holds within the JJCR, the JHJCR, the JHMCR or the CCR. The JJCR shall decide, by a simple majority whether to accept any such resignations.
- ii. JJCR members may stand for a position that is incompatible with a position or positions that he/she currently holds. However, he/she is deemed to have resigned from these positions immediately upon taking office for the new position.

6. Deadlines and Notice of Elections

- i. The Returning Officers shall set the dates of the ballot and the deadline for the submission of JJCR Executive nominations. The deadline for nominations shall be not fewer than seven days but not more than 14 days before the first date of the ballot.
- ii. Notice of all elections and the close of nominations shall be given not less than five days before the close of nominations.

7. Nominations

- i. A nomination shall be valid if and only if:
 - a. It is submitted in writing before the relevant deadline.
 - b. The nomination is signed by the candidate, who fulfils the nomination requirements.
 - c. The nomination is signed by the candidate's proposer and seconder.
 - d. Any other requirements necessary to stand for any particular post or class of posts have been fulfilled.
- ii. Each candidate must have one proposer and one seconder who must be full members of the JJCR.

8. Nominations for Elections at JJCR Meetings

- i. Nominations for elections to be held at JJCR Meetings shall close no later than 24 hours before the start of the meeting.
- ii. If there are no nominations submitted by this deadline, the Chair may, at his/her discretion, receive nominations from the floor of the JJCR meeting for all posts except those listed as requiring a manifesto under Election Regulation 16.
- iii. If there are insufficient nominations for a multiple post elections, the election shall take place for as many positions as there are candidates excluding RON. Nominations can then be opened for the remaining positions in the JJCR meeting at the discretion of the Returning Officer.

9. Manifestos

- i. Candidates for Senior DSU Rep. elections shall submit a manifesto. This shall be displayed in both halls and shall count towards the expenditure limit. There shall be no limit on the number of words.
- ii. Candidates for the Senior DSU Rep. election must also submit a 250 word manifesto for the electronic vote system.

- iii. Candidates for all posts listed under Election Regulation 16 as requiring a manifesto shall submit a manifesto statement of not more than 250 words in length, before the close of nominations, which the Returning Officer shall display in both halls. Failure to submit a manifesto before close of nominations shall result in the candidate being ruled out of order.
- iv. Candidates for all other positions may, at his/her discretion, submit a manifesto statement of not more than 250 words in length, before the close of nominations, which the Returning Officer shall display in both halls.
- v. 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 or her proposer and seconder(s). This shall not be included in the word count.
- vi. Manifestos for Executive and Presidential Elections shall include a photograph of the candidate.
- vii. Manifestos shall not contain any statement which refers to any other candidate for the same position (even if the statement can be shown to be true) or any statement which if published could result in legal action being taken against the JJCR.

10. Elections Publicity

- i. **General:**
 - a. Election publicity is anything which, on the balance of probabilities, is believed to have been produced, published or distributed with the intention of affecting the outcome of a JJCR election, or in the knowledge that it would be likely to influence the outcome a JJCR election.
 - b. Election publicity shall not include private communication between persons known to each other. Such communication may be made via e-mail or messaging provided that any single e-mail or message is sent to no more than one individual and that no such e-mail or message is sent to any third party.
 - c. A 'publication' shall be a single item which may be used as election publicity. This shall include all original prints and any duplicates thereof.
- ii. **Acceptable Forms of Publicity:**
 - a. The following shall be the only acceptable forms of election publicity in JJCR elections. They must be approved by a Returning Officer or Assistant Returning Officer, and marked as such.
 - Posters
 - Table Slips
 - Pages on the World Wide Web
 - Similar Items which have been approved by the Returning Officers
 - b. In particular, no candidate or group of candidates shall use any of the following means to attempt to influence the result of any JJCR election: Electronic information dissemination techniques (including but not limited to bulk e-mail, forum and newsgroup postings) other than those specifically permitted elsewhere in these regulations, Telephone or fax based campaigning, Door slips, Stickers, Shouting or artificially magnified voice production, or any practices deemed by the Returning Officers to invade the privacy or cause undue inconvenience to members of the JJCR.
 - c. The Returning Officers shall rule on the acceptability of any item of election publicity whose acceptability or otherwise is not made explicitly clear by Election Regulations.
 - d. No candidate or group of candidates shall pay a third party to assist in distribution of election publicity.
- iii. **Removal of Publicity:**
 - a. No person may remove, deface or destroy any item of election publicity before the date of the election without the permission of the candidate or group of candidates concerned, or of the Returning Officers.
 - b. The Returning Officer shall arrange for the removal of all election publicity which does not comply with Election Regulations.
- iv. **Expenditure Limit:**
 - a. The 'expenditure limit' shall be the maximum amount of money which the candidate may spend in

conducting an election campaign. This shall be £10 and shall be inclusive of value added tax. The candidates shall present receipts to the Returning Officers as proof of expenditure, within one week of the announcement of the result.

- v. Campaigns on behalf of Re-Open Nominations:**
- a. Any member of the JJCR wishing to campaign on behalf of RON must obtain the permission of the Returning Officer to do so. The Returning Officer shall exercise caution when giving multiple independent people or groups of people permission to campaign on behalf of RON.
 - b. Such campaigns shall abide by all the regulations applicable to campaigns for any other candidate, except those concerning distribution and expenditure limits.
 - c. All RON publicity shall be marked as approved by the Returning Officers. Any election publicity for RON not so marked may be removed without warning by any member of the JJCR.
 - d. The Returning Officers may refuse to approve any publicity that they feel is likely or intended to affect one candidate or group of candidates more than any other candidate or group of candidates.
 - e. The distribution of unapproved RON publicity shall be treated as a disciplinary matter and referred to the College disciplinary procedures.
 - f. 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.
- vi. Campaigns on behalf of options in referenda:**
- a. Any member of the JJCR 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 Returning Officer to do so. The Returning Officer shall exercise caution when giving multiple independent people or groups of people permission to campaign on behalf of a single option.
 - b. Such campaigns shall abide by all the regulations applicable to campaigns for candidates in elections, except those concerning distribution and expenditure limits.
 - c. All referenda publicity shall be marked as approved by the Returning Officers. Any referenda publicity not so marked may be removed without warning by any member of the JJCR.

11. Hustings

- i. General:**
- a. 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 in turn.
 - b. Attendance at all hustings sessions is compulsory for all candidates in all elections. Where a candidate is unable to attend, he/she must submit a written apology to the Returning Officer.
 - c. If a candidate is unable to attend, then his/her proposer or seconder may hust on his/her behalf.
 - d. The Chair shall rule out of order any question which he/she 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. Hustings and answers to questions may not refer to other candidates.
 - e. Proposers of candidates in elections for JHJCR President shall make a three minute statement supporting his/her nominee prior to hustings.
- ii. Executive and Senior DSU Rep. Elections:**
- a. Hustings shall be held at a meeting of the JJCR.

- b. Hustings sessions shall ordinarily be chaired by the Returning Officer and minuted by an Assistant Returning Officer.

iii. Elections at JJCR Meetings:

- a. Hustings shall be held for any position that is listed in Election Regulation 16 as requiring a manifesto.
- b. Hustings shall be held if the number of candidates (excluding RON) exceeds the number of available positions.
- c. If neither a. nor b. applies, hustings shall only be held if any ordinary member of the JJCR so requests before the commencement of voting.
- d. The Chair of such hustings shall be the Chair of the meeting at which the election takes place.
- e. The details of such hustings shall be recorded in the minutes of the meeting.

12. Voting Procedure

i. Executive Elections

- a. Executive elections shall be conducted by electronic vote except in the case of an electronic vote system failure in which case a paper ballot may be conducted (see iv.).
- b. No documentation or verbal opinion, relevant to the conduct of the election, apart from what is necessary for the conduct of the election, shall be allowed in public access computer rooms on the days of voting.
- c. Candidates in elections shall not be allowed to campaign in public access computer rooms on the days of voting.
- d. To ensure security the Returning Officers shall hold the first half of the system password and an assistant returning officer the second half. This will usually be the President. Otherwise, the Executive of the relevant Hall will choose one from among the assistant returning officers.
- e. Every member of the JJCR shall be entitled to one vote. Members may be required to provide identification with a photograph to the returning officer in the event of discrepancy of membership and thus access to the electronic voting system.
- f. Electronic vote forms for elections shall list the names of the candidates, together with the option 'Re-open Nominations' or 'R.O.N.'. They shall instruct the voter to number the candidates in order of preference.
- g. The system shall keep a record of those members who have voted on the electronic vote system to disallow multiple attempts.
- h. A vote, once cast, shall be final.

ii. Voting at JJCR Meetings:

- a. In the case of an election at a JJCR meeting, any member of the JJCR who is present at the meeting shall be entitled to vote, excluding the candidates, and in the interests of impartiality the Chair and Vice-Chair.
- b. 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 a call to hust.
- c. If the position to be elected required the submission of a manifesto, an objection is raised to taking the vote on a general 'Aye' or a call to hust is made, then the election may not be taken on a general 'Aye', but instead the candidates must hust and during the voting shall be required to leave the room.
- d. Voting shall be by a show of hands (unless a secret paper or electronic vote is asked for in accordance with iii. and iv.) and shall require a simple majority.
- e. The options shall be the candidates and 'Re-open Nominations' ('RON').
- f. The Returning Officer may use his/her discretion to call an 'overwhelming' verdict during a vote by show of hands.
- g. 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, unless a procedural motion is passed for an electronic vote.

iii. Paper Ballot at JJCR Meetings:

- a. Any election that would normally be conducted by a show of hands may instead be conducted by paper ballot, by the passing of a procedural motion to that effect or at the Returning Officer's discretion, or in accordance with g.
- b. The vote shall take place during the meeting and thus shall be quorate in accordance with Standing Order 2.i.
- c. Any Ordinary member of the JJCR shall be entitled to vote.
- d. The vote form shall be blank with voters instructed to state the names of candidates and then to number them in order of preference.
- e. The Returning Officer shall be responsible for the counting of votes immediately after the close of the meeting(s), and shall announce the results at the earliest practicable opportunity.

iv. Electronic Voting at JJCR Meetings:

- a. Alternatively, any election that would normally be conducted by a show of hands may instead be conducted by electronic vote, after the meeting, by the passing of a procedural motion to that effect.
- b. The electronic vote shall have a quoracy of one fifth of the JJCR membership.
- c. The electronic vote shall be open for 24 hours. If quoracy is not reached, the vote shall be opened for another 24 hours and the JJCR informed of this. If it still fails to achieve quoracy, voting shall close and the JJCR informed at the next JJCR meeting where a by-election shall take place.
- d. Any Ordinary member of the JJCR shall be entitled to vote.
- e. The electronic vote form shall instruct the voter to number the candidates in order of preference.
- f. The Returning Officer shall be responsible for the counting of the votes, and shall announce the result at the earliest practicable opportunity.
- g. In the event of an electronic voting system failure, a secret paper ballot may take place. This shall follow the same regulations as the electronic vote but replacing all references to 'electronic vote form' with 'ballot paper' and 'public access computer rooms' with 'the vicinity of the ballot box'.

13. Vote Counting Procedure

i. Presence at the Count:

- a. Each candidate or 'combined candidate' in an 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 after the count and all other related counts are concluded. Candidates unable to be present at the count may nominate any member of the JJCR who is not the Returning Officer or an Assistant Returning Officer to be an observer in his/her place.

ii. Principles:

- a. The procedure for the counting of ballots shall follow the current accepted procedure for the Single Transferable Vote system as laid down by the Electoral Reform Society and as interpreted by the Returning Officer in accordance with these regulations.
- b. Each voter shall have a single vote which shall be transferable to the next ranked candidate in the event that a candidate awarded higher preference has been elected or knocked out.

iii. Basics:

- a. If all the candidates are eligible for every post, voters shall be asked to numerically rank candidates in order of preference on the ballot paper (or e-vote form) for any number of candidates as are standing.
- b. The first round of counting shall allocate the posts reserved for those who fall in the most restricted category/categories. If there are x posts reserved for members of particular categories (e.g. sex of candidates), the x candidates who fall within that category and were highest-ranked on each ballot paper or e-vote form shall each be regarded as having received one vote from that form. The number of votes

cast for each candidate shall be totalled, and the posts shall be awarded to those candidates who received the most votes, except that any candidate who receives fewer votes than R.O.N. cannot be elected in this round. (R.O.N. is regarded as a candidate for election in every category, and therefore can receive multiple votes, although no more than one per category, from a single ballot form).

- c. The second round of counting shall allocate the other posts available. If there are y other posts available, the y candidates on each ballot form who were highest-ranked and have not yet been elected shall each be regarded as having received one vote from that paper. The number of votes cast for each candidate shall be totalled, and the posts shall be awarded to those candidates who received the most votes, except that any candidate who receives fewer votes than R.O.N. cannot be elected. If all posts in some category were not filled because of preferences expressed for R.O.N., the second round of counting shall still take place, and preferences for R.O.N. shall be treated no differently than if all posts had been filled.

iv. Tied Votes:

- a. If the equality of position of two candidates does not affect the result of the election, then no action need be taken.
- b. If the equality of position of two or more candidates does affect the outcome of the election, with there being fewer posts still to be filled than there are candidates, then a recount shall be taken wherever possible. If a recount is not possible, or the two or more candidates are still equal following the recount, then the candidates to be elected to that post(s) shall be selected by a random method predetermined by the Principal of St. John's College, or in the event that this is not known, determined by the Returning Officer. If one of the tied candidates is RON, then RON's candidature shall be withdrawn automatically before the random method is used.

v. Spoil Papers:

- a. Any ballot paper or e-vote form that is not marked with a clear, unambiguous first preference, shall be designated invalid unless the Returning Officer shall judge that clear preference has been expressed (e.g. there is a strict numerical order but one which commences at '2').
- b. Any form on which two candidates have been assigned equal preference (including first preference) shall be designated invalid.
- c. Any form on which numerical preferences have not been expressed for candidates shall be regarded as invalid, unless the Returning Officer shall judge that clear preference has been expressed.
- d. Any form marked with the number '0' or the word 'zero' shall be designated invalid.

14. Declaration of Results

- i. Results for Executive elections shall be declared in a prominent place within College at the conclusion of the count. A full, numerical, written declaration of results shall be displayed on the JJCR website, where available, and if not, in both Halls, within 24 hours of the verbal declaration.
- ii. Results for elections held at JJCR meetings shall be declared as soon as is practical after the count has finished and the candidates are present. Full numerical results for such elections shall be included in the minutes of that JJCR meeting.

15. Action on Breaches of Election Regulations

- i. In the event of a breach of Election regulations, the Returning Officer, in consultation with the Assistant Returning Officers may:
 - a. Rule one or more candidates out of order.
 - b. Rule the election as a whole out of order.
- ii. Where a candidate is ruled out of order following the count and it is possible to re-count the votes, this shall be done.

If this recount produces a different result to the original count, and none of the candidate(s) who was/were elected in the first count have been ruled out of order, the whole election must be ruled out of order.

- iii. The election shall be ruled out of order if in the opinion of the Returning Officer there are reasonable grounds to believe that:
 - a. Any votes were cast prior to the first date of voting.
 - b. The vote was open for a significantly shorter period than that prescribed by these regulations.
 - c. The number of votes cast exceeds the number of voters properly recorded on the vote record by more than one vote per full or partial one hundred recorded votes.
 - d. Turnout is below one fifth of members of the relevant Common Room eligible to vote.
 - e. The voting system was subject to any other form of gross electoral malpractice.
- iv. The election as a whole shall be ruled out of order if in the opinion of the Returning Officer, in consultation with the

Assistant Returning Officers, there are reasonable grounds to believe that a breach of Standing Orders has occurred, and that there is a significant possibility that it has caused a candidate not to be elected, or to be elected when he/she would otherwise not have been.

- v. 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 ruled out of order.
- vi. If the election is ruled out of order, the election shall be re-run within one week of the result being so declared.

16. Elections of Non-Executive Positions

I. Timetable for Elections of Non-Executive Positions.

Position	Election date	Conditions of candidature	Point of Contact	Introduced	Last Updated
Assistant Environment Rep (College)	1st Michaelmas	Lives in College.	Environment Rep		
DUCK Publicity and Decorations Officer	1st Michaelmas	None.	Senior DUCK Rep		
DUCK Secretary	1st Michaelmas	None.	Senior DUCK Rep		
DUCK Sponsorship Secretary	1st Michaelmas	None.	Senior DUCK Rep	Michaelmas 1 2005	
DUCK Treasurer	1st Michaelmas	Must consult with JJCR Treasurer prior to election (see Election Regulation 16.iii).	Senior DUCK Rep		
DUCK Vice-Chair	1st Michaelmas	None.	Senior DUCK Rep		
Olav's Consort	1st Michaelmas	Position subject to a motion presented at this meeting.	SEC Chair	Michaelmas 1 2008	Easter 3 2009
Students' with Disabilities Officer	1st Michaelmas	Requires manifesto.	Welfare Officer	Michaelmas 3 2007	
Toastie Bar Manager	1st Michaelmas	Lives in College at time of election.	Services Manager		Michaelmas 3 2009
Community Outreach Coordinator	2nd Michaelmas		President	Michaelmas 2 2009	
Community Outreach Secretary	2nd Michaelmas		Outreach Coordinator	Michaelmas 3 2009	
Community Outreach Treasurer	2nd Michaelmas	See JJCR Election Regulation 16.iii, 16.iv.	Outreach Coordinator	Michaelmas 3 2009	
Community Outreach Publicity, Decorations and Recruitment	2nd Michaelmas		Outreach Coordinator	Michaelmas 3 2009	
Drum Kit Rep	2nd Michaelmas	Lives in College.	Treasurer		
4 Colours Committee Reps	1st Epiphany	At least one society member and one sports team member. Cannot include captains or presidents.	Vice-President	Epiphany 3 2009	
Alumni Rep	2nd Epiphany	Requires manifesto.	President	Michaelmas 1 2005	
2 BEC Decorations Officers	2nd Epiphany	Cannot be SEC officers.	Senior Bar Officer		
BEC Publicity Officer	2nd Epiphany	Cannot be a SEC officer.	Senior Bar Officer		
JJCR Chair	3rd Epiphany	Cannot stand for other posts. Must seek JJCR permission to continue holding any previously held posts. Requires manifesto. See Election Regulations 5.ii and 16.ii.	-		
JJCR Vice-Chair	3rd Epiphany	Cannot stand for other posts. Must seek JJCR permission to continue holding any previously held posts. Requires manifesto. See Election Regulations 5.ii	JJCR Chair		

		and 16.ii.			
As many Junior DSU Reps as are required by Standing Order 11	3rd Epiphany	Must be DSU members. Requires manifesto. See Election Regulation 16.ii.. Cannot be held jointly.	Senior DSU Rep		
Senior DUCK Rep	3rd Epiphany	Requires manifesto. Cannot be held jointly. See Election Regulation 16.ii.	Senior DSU Rep		Epiphany 3 2007
Careers Rep	3rd Epiphany	Requires manifesto.	Welfare Officer	3rd Easter 2009	
Fair Trade Rep	1 st Easter	None	Services Manager	1 st Easter 2010	
LGBTa Rep	2nd Easter	Requires manifesto.	Welfare Officer		1st Easter 2006 (CRC)
Website Rep	2 nd Easter	Requires manifesto.	Communications Officer		
Daylight Robbery Organiser	3rd Easter	None.	Treasurer		
Environment Rep	3rd Easter	Requires manifesto	Vice-President		
Assistant Environment Rep (St Margaret's Garth)	3rd Easter	Lives at SMG next year.	Environment Rep		
Kit & Merchandise Rep	3rd Easter	None.	Services Manager		
Loo News Editor	3rd Easter	Cannot hold another position listed under Election Regulation 16.ii, or be member of Welfare Committee.	Communications Officer		
St Margaret's Garth Officer	3rd Easter	Must live in SMG for the following academic year. Must report to two meetings of the JHJCR Executive and one JCR meeting each term. Requires manifesto.	President	Easter 2 2006	??
4 CRC Members	As necessary under Schedule 10	Maximum of one member from the JJCR Executive. Cannot be held jointly.	President		

All positions take office immediately, except those elected at the last meeting of each term, who take office at the end of that term.

- v. The following positions are those which cannot be held concurrently: Chair, Vice-Chair, Sports Officer, Senior DUCK Rep, Junior DSU Reps, Sponsorship Chair, Loo News Editor; members of the JHJCR, JHMCR or CCR Executives; JHJCR Assistant Communications Officer, JHJCR Assistant Services Manager, JHJCR Assistant Treasurer, , JHJCR Assistant Welfare Officers, JHJCR Livers'-Out Officer, JHJCR Loo News Editor.

- vi. 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 JJCR is currently using) and be certified as competent by the JJCR Treasurer, or have completed an externally recognised course in accounting and demonstrate to the JJCR Treasurer that he/she still has that level of expertise.
- vii. Treasurer positions are: BTC Treasurer, JJCR Services Manager, Boat Club Treasurer.
- viii. Additional posts, requiring ratification:

Position	Ratification date	Chosen by
Photographic Society Chair	1st Michaelmas	Photographic Society
Neighbours Society President	1st Michaelmas	Neighbours Society
Cheerleading Society Chair	1st Michaelmas	Cheerleading Society
Cheerleading Society Treasurer	1st Michaelmas	Cheerleading Society
Cheerleading Society Social Secretary	1st Michaelmas	Cheerleading Society
Poker Society Chair	1 st Michaelmas	Poker Society
5 Toastie Bar Sub-Managers	3rd Michaelmas	Toastie Bar Manager
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 Society President	3rd Epiphany	Ski & Snowboard Society
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
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

JJCR Sub-Committee and Society Regulations

Schedule 1: Default Society Constitution

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 JJCR.

The constitution of any society affiliated or wishing to be affiliated to the JJCR shall be deemed to contain the following clauses. Job titles may be changed to suit a society's requirements.

1. Membership of the Society shall be open to all JJCR members, except insofar as a specific exemption has been granted by the JJCR in accordance with Clause III.2 of the JJCR Constitution.
2. The Society shall have a Chair, who shall have overall responsibility for the activities of the Society.
3. The Society shall have a Treasurer, who shall have responsibility for any grant received from the JJCR, and ensuring that this grant is spent in line with the aims and objectives of the Society. If the Society receives a grant greater than £400, then the Treasurer and Chair may not be the same person.
4. The Society may only disaffiliate from the JJCR if the JJCR 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 JJCR, 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 JJCR election regulations. Upon disaffiliation, any unclaimed JJCR grant is kept by the JJCR. Any debts to the JJCR must be paid immediately upon disaffiliation.

5. The Society shall follow the JJCR's No Discrimination Policy in all matters, except insofar as a specific exemption has been granted by the JJCR in accordance with Clause III.2 of the JJCR Constitution.

If the Society Treasurer is a member of Finance Committee, the following clause is deemed to be included.

6. The Treasurer of the Society shall attend all meetings of the JJCR Finance Committee, and shall present both termly and annual accounts to the Finance Committee.

Schedule 2: Constitutional Reform Committee

The Constitutional Reform Committee (hereafter 'CRC') shall exist solely to ensure that the Constitutional documents of the JJCR 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.

1. **Definitions:**
The Constitutional documents are as defined in the Preamble to the JJCR Constitution and the same for all three subsidiary common rooms.
2. **Composition of the Committee:**

The Constitutional Reform Committee shall consist of the following members:

The Chair of the JJCR (non-voting)

The Communications Officer of the JHJCR (non-voting)

The President of the JJCR

3 non-executive JJCR Representatives

1 other JJCR Representative

3. If CRC is enacted whilst a JHJCR, JHMCR or CCR President-elect is in post, then that person shall also sit on the committee as a non-voting member.
4. If there are no undergraduates of the JHJCR elected to the Committee, then an undergraduate member of the JHJCR Executive (decided by that Executive) shall be automatically co-opted to the Committee as an ex-officio and non-voting member.
5. If there are no members of the JHMCR elected to the Committee, then a member of the JHMCR Executive (decided by that Executive) shall be automatically co-opted to the Committee as an ex-officio and non-voting member.
6. If there are no members of the CCR elected to the Committee, a member of the CCR Executive (decided by that Executive) shall be automatically co-opted to the Committee as an ex-officio and non-voting member.
7. 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.
8. The Committee shall work with the JJCR Treasurer and/or Finance Committee when discussing any amendment that affects the management of the JJCR Finances.
9. The Committee shall work with the Democracy Committee of DSU when discussing issues connected to the relationship between the two bodies to ensure that any changes made do not cause the JJCR's affiliation with and representation to DSU to be endangered.
10. The Committee shall work with representatives from any society or sub-committee of the JJCR whose functioning would be affected by an amendment discussed by the Committee. It shall aim to reach an agreement, when possible, with the representatives of the society or sub-committee, on the changes that need to be made to the relevant part of the Constitution.
11. **Activation of the Committee:**

The Committee shall normally be inactive. While it is inactive, no elections shall take place for the four positions of CRC Representative.
12. The Committee can be made active at any time by an ordinary motion of the JJCR. The motion must state the previous date of activation (see 17). Elections of the CRC Representatives shall take place as soon as possible after this in accordance with JJCR Election Regulations and Standing Orders.
13. 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.
14. If it is the view of the Committee that the time limit is insufficient, then an ordinary motion of the JJCR may extend the time limit.
15. The active Committee may be made inactive at any time before its time limit elapses by an ordinary motion of the JJCR.
16. It is not considered necessary to make the Committee active for small changes to the Constitution, although if the JJCR votes to do so, this may be done.
17. The Committee shall record in the Schedules the last date it was active upon for the benefit of future JJCRs. Presently, this is: 3rd Michaelmas 2009.
18. If circumstances either internal or external to the JJCR cause a significant change in the relationship between any of the three Common Rooms (or other circumstances that cause the College Representative Bodies for undergraduate and postgraduate students to differ) within St. John's College with Cranmer Hall, then a motion to activate the Committee will be proposed automatically by the Constitution and Standing Orders to ensure that the Constitution is compatible with these changes.

19. A motion to activate the committee shall be proposed automatically by the Constitution and Standing Orders at the second meeting of the Michaelmas term in each calendar year ending with the digit '4' or '9'. This is to ensure that the Constitutional documents are in a fit state for their presentation to the Governing Body of College for the five-yearly review by that body.
20. **The functioning of the Committee:**

The active Committee shall be responsible for proposing motions and/or referenda to amend the Constitutional documents of the JJCR, JHJCR, JHMCR, and CCR as it sees fit.
21. Meetings of the Committee shall be open for all JJCR members to attend, and the time and place of all meetings shall be publicised at least 18 hours in advance.
22. 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.
23. 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 JJCR Chair and JJCR President. The Committee shall act to amend the Constitution to clarify all matters it interprets. During a meeting of the JJCR, JHJCR, JHMCR or CCR, however, the JJCR Chair retains the responsibility to interpret the Constitution except insofar as they are overruled by a challenge to the chair.
24. 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.
25. The Committee shall keep minutes of all its meetings. Any member of the committee may take minutes, though the Communications Officer shall be responsible for ensuring that minutes are taken, and displayed on the JJCR website where available, and if not, in both Halls.
26. Any member of the Committee may call a meeting, provided that at least 24 hours notice is given.
27. The existence of an active Committee does not prevent other JJCR 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 JJCR meeting.
28. The JJCR Chair shall be responsible for ensuring that all members of the Committee have an accurate and current copy of the Constitutional documents of the JJCR and all subsidiary common rooms before the first meeting.
29. The Committee shall take into account the fact that those outside the committee may not read the whole Constitution before voting upon it.
30. The Committee and its members shall advise all relevant groups and people of the constitutional viability of proposals.
31. **Amendments:**

This Schedule can be changed by a simple majority at a quorate JJCR meeting. The alteration need not have the support of the Committee or any of its members.

Schedule 3: Sports Council

1. The role of the Sports Council is to:
 - a. Encourage sport at all levels within the JJCR.
 - b. Bring together Sports Captains and Teams.
 - c. Maintain close links with DUAAU.
 - d. Oversee the process for awarding College Sports Colours and ratify nominations for Colours, as appropriate.
 - e. Discuss and propose how Part I money assigned to Sports should be distributed.
2. Each Sports Team shall select a voting Representative to Sports Council. The Sports & Societies Officer will be a voting member of Sports Council. Representatives and the Sports & Societies Officer shall vote on how Part I money is proposed to be distributed, subject to the approval of the JJCR Treasurer making the final decision.

3. The Sports & Societies Officer shall convene and chair meetings of the Sports Council, which shall be called as appropriate, and at least once per academic year.
4. Meetings shall be publicised to the whole JJCR, and shall be open for discussion relating to Sport in St. John's College.
5. Those Sports teams and organisations affiliated to the Sports Council stand as:

Badminton
 Men's Basketball
 Women's Basketball
 Boat Club
 Cricket Club
 Croquet
 Cross Country
 Darts (A,B&C)
 Men's Football (A&B)
 Women's Football
 Men's Hockey
 Women's Hockey
 Lacrosse
 Netball (A&B)
 Polo
 Men's Pool (A,B,C,D, E)
 Women's Pool
 Men's Rugby
 Women's Rugby
 Sports Supporters Society
 Squash
 Ultimate Frisbee

Schedule 4: Societies Council

1. The role of the Societies Council is to:
 - a. Bring together the societies of the JJCR, and to improve communication between societies and with the JJCR.
 - b. Discuss and propose how Part I money assigned to societies should be distributed (subject to consultation with the JJCR Treasurer).
 - c. Liaise with societies at University level.
 - d. Encourage, along with the Sports & Societies Officer, the establishment of new societies within the JJCR, as necessary.
2. The Council includes all JJCR societies. JJCR societies are those which are affiliated to the JJCR, and are entitled to seek Part I money.
3. Representation on the Societies Council:
 - a. Each society will elect a representative to the Societies Council. There being no elected representative, the President or another officer of that society shall represent it, as agreed by that society's governing body.
 - b. No person may represent more than one society at any meeting of the Societies Council.
 - c. The representative of each society shall be a voting member of the Council.
4. The Sports & Societies Officer shall convene and chair meetings of the Societies Council, which shall be called as appropriate.
5. Meetings shall be publicised to the whole JJCR and shall be open for all JJCR members to discuss the place of societies in the JJCR.
6. Those Societies affiliated to the Societies Council stand as:

Amnesty Society
 Bailey Theatre Company
 Choir
 Christian Union
 Daylight Robbery
 'Neighbours' Society
 Photographic Society
 Orchestra
 Poker Society
 Cheerleading Society
 Ski & Snowboard Society

Schedule 4a: 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 JJCR. The Director shall be a member of the JJCR. 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 JJCR for ratification a Treasurer. Any Treasurer must be a member of the JJCR, 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 4b: 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 JJCR for ratification a Treasurer. Any Treasurer must be a member of the JJCR, 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 4c: Daylight Robbery

1. The name of St. John's College JJCR's mobile Disco shall be 'Daylight Robbery'. It shall provide music for JJCR events without charge, and its officers shall be elected by the JJCR.
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 JJCR. Any moneys received must be spent on Daylight Robbery equipment.

Schedule 4d: 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 JJCR 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 JJCR. See JJCR Election Reg. 16 iv.
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 JJCR 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 JJCR 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 JJCR 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 5: Finance Committee

1. Finance Committee shall consist of:
 The JJCR Treasurer, the JHJCR Vice-President, the President and Treasurer of the JHMCR, the President and

Finance Officer of the CCR, three JHJCR Reps, one JHMCR Rep, one CCR Rep, the JJCR Honorary Treasurer and 'Part II Treasurers' (i.e. Bar Accountant, JJCR Services Manager, Just World Shop Treasurer, SEC Treasurer, BTC Treasurer and Community Outreach Treasurer).

The Presidents of the JHMCR and CCR may request his/her respective Vice-Presidents to deputise for them on this committee. If the JHJCR Vice-President can not attend a meeting of this committee, the JJCR President should attend in their place.

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 JJCR member may attend the committee and speak, but not vote.
4. The Committee shall keep minutes of all its meetings. The Communications Officer shall be responsible for ensuring that minutes are taken, and displayed on the JJCR 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 quorum for the meeting shall be eight voting members, including at least four members of the committee who are not Part II treasurers.
6. The committee shall meet within the week prior to each ordinary JJCR meeting. Extraordinary meetings may also be called by the JJCR Treasurer or by either president. Notification of the meeting must be given to each member at least 72 hours (three days) before the meeting.
7. In ratifying expenditure to be authorised by a JJCR meeting, Finance Committee shall consider primarily the good financial management of the JJCR and whether the proposed expenditure is within the aims and objectives of the JJCR, and only secondarily the merit or otherwise of the particular item of expenditure. In authorising expenditure not to be brought before the JJCR, Finance Committee shall consider every aspect of the proposal.
8. When Part I moneys are under discussion, the Part II Treasurers may speak, but not vote.

Schedule 6: Welfare Committee

The Role of the Welfare Committee:

1. To co-ordinate welfare campaigning and representation within the JJCR.
2. To consider requests for travel bursaries.
3. To provide internal support to welfare officers.

The Committee:

4. The Committee shall consist of:
The Welfare Officer of the JHJCR
The Vice-President: Welfare of the JHMCR
The Welfare Representative of the CCR
The Assistant Welfare Officer: Male of the JHJCR
The Assistant Welfare Officer: Female of the JHJCR
The Careers Rep of the JJCR
The Livers-Out Officer of the JHJCR
The LGBTa Rep. of the JJCR
The Students' with Disabilities Rep of the JJCR
5. The Committee shall invite Student2Student ('Peer Support Network' or 'PSN') Supporters at their discretion and when necessary, to aid with co-ordination.
6. 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.
7. The Committee is advised to meet at least once per term.

Schedule 7: Chair's Committee

1. Objectives

The primary objective of the Committee is to increase the efficiency and utility of JJCR meetings. It will also serve to

strengthen communication between Chair/Vice-Chair and the Executive(s).

2. The Committee shall consist of:
 - a. JJCR Chair
 - b. JJCR Vice-Chair
 - c. JJCR President
 - d. JHJCR Treasurer
 - e. JHJCR Communications Officer
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.

Execution

4. The Committee shall meet at least once in advance of every JJCR meeting, meeting the obligation contained in Clause VI.1. JJCR Constitution.
5. The Committee shall act within the prerogative of the JJCR Chair.
6. The JJCR Chair shall take full account of advice given by the Committee and must provide good reasons for not following such advice in a given situation.
7. The Committee shall:
 - a. offer advice to those proposing motions to the JJCR upon best practice.
 - b. provide a forum for communication between Executive and Chair.
 - c. provide a forum for innovation in development of the JJCR and its activities.
 - d. ensure that JJCR meetings do not suffer from foreseeable errors in planning.
 - e. encourage active participation within the JJCR by its members.
 - f. make itself available to offer advice to members of the JHMCR and CCR.
8. The Committee shall keep minutes of all its meetings. Ordinarily the Vice-Chair shall be responsible for taking minutes and the Communications Officer for displaying minutes on the JJCR website where available, and if not, in both Halls.
9. The Committee shall comply with standards enumerated in the JJCR Constitution for non-discrimination and fair dealing.

Schedule 8: Bar Events Committee

1. The role of the Bar Events Committee (hereafter 'BEC') shall be of planning, organising and financing social events in the bar for the JJCR.
2. The Committee consists of:
The Senior Bar Officer, Bar Treasurer, Cellarman, 2 Junior Bar Officers, JHJCR Bar Rep., CCR Bar Rep., 2 BEC Decorations Officers and BEC Publicity Officer
The JHJCR Social Secretary, the JHMCR Social Secretary and the CCR Social Secretary may attend meetings, in a non-voting, advisory, capacity.
3. The Bailey Ball warm up and John's Day warm up are bar social events and should therefore be organised by this committee. In addition there should be other events organised by the committee at their discretion. There shall be at least one event per term.
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. All full committee members shall be required to help with the running of any social event put on by the committee.
6. The Senior Bar Officer is responsible for the Health and Safety arrangements for all bar social events. The Senior Bar Officer shall also be responsible for ensuring bar events are restricted to St. John's College members and invited guests.

Schedule 9: Colours Committee

1. The role of the Colours Committee is to:
 - a) Consider nominations for colours and half colours

- b) Judge to the best of its ability which members of the JJCR 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:
JJCR Chair (to chair, non-voting)
JHJCR Vice-President
JJCR Treasurer
JHJCR Communications Officer (non-voting)
JJCR Societies Officer
JJCR Sports Officer
and four elected members of the JJCR (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. In the event of a tied vote, the Sports/Societies Officer (whichever appropriate) shall have the casting vote.
 6. Should a member of the committee be under consideration for colours, they are required to recuse 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. This notice shall be advertised both in the Junior Common Room and in Cranmer Common Room.
 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 JJCR.
 11. The criteria for the awarding of colours and half colours shall be as follows:
 12. 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.
 13. Half Colours should be awarded when a player has shown a reasonably high level of commitment, and displayed ability at their sport/discipline, while not quite fulfilling the requirements for Full Colours.
 14. 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 10: Services Committee

1. Objectives
This committee exists to improve communication, provide a support network and to act as a forum for the services of the JJCR.
2. The committee shall consist of:
The JHJCR Services Manager
The JHJCR Assistant Services Manager
The JHJCR Shop Manager (where applicable)
The JHJCR Yearbook Editor (where applicable)
The JJCR Toastie Bar Manager
The JJCR Kit and Merchandise 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 JHJCR Services Manager.

6. The committee shall keep minutes of all its meetings. Ordinarily the JHJCR Assistant Services Manager shall be responsible for taking minutes, which will be made available upon request.
7. The committee shall be colloquially known as "Servi-Comm".

JJCR Appendices

Appendix 1: Job Descriptions of JJCR Officers.

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 JJCR President, Chair, Vice-Chair and relevant Exec member (if appropriate).

Alumni Rep.

Election: 2nd Epiphany.
Prerequisites: Manifesto.
Point of Contact: JJCR President.
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.
Average workload: 1 hour per week.

Assistant Environment Rep, St John's College.

Election: 1st Michaelmas.
Prerequisites: Lives in St John's College.
Point of Contact: Environment Rep.
Responsibilities: Highlights environmental issues with the Environment Rep, fields comments and criticism, helps to empty corridor recycling bins.
Average workload: 1 hour per week.

Assistant Environment Rep, St Margaret's Garth.

Election: 3rd Easter.
Prerequisites: Lives in St Margaret's Garth.
Point of Contact: Environment Rep.
Responsibilities: Highlights environmental issues with the Environment Rep, fields comments and criticism, helps to empty corridor recycling bins.
Average workload: 1 hour per week.

2 BEC Decorations Officers.

Election: 2nd Epiphany.
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.
Average workload: 1-2 hours per week.

BEC Publicity Officer.

Election: 2nd Epiphany.
Prerequisites: Cannot be a member of SEC.
Point of Contact: Senior Bar Officer.
Responsibilities: 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.

Careers Rep.

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

4 Colours Committee Reps.

Election: 1st Epiphany.

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

Point of Contact: JHJCR Vice-President.

Responsibilities: Publicises and attends the yearly Colours Committee to debate upon and award Colours. Subject to JJCR Standing Order 11.

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

Community Outreach Officer.

Election: 1st Michaelmas.

Prerequisites: None.

Point of Contact: JJCR President.

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: 1st Michaelmas.

Prerequisites: None.

Point of Contact: Community Outreach Officer.

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: 1st Michaelmas.

Prerequisites: None.

Point of Contact: Community Outreach Officer.

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

Average workload: 1 hour per week.

Community Outreach Treasurer.

Election: 1st Michaelmas.

Prerequisites: None. Must confer with the JJCR Treasurer before running.

Point of Contact: Community Outreach Officer.

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.

Point of Contact: President.

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: 3rd Easter.

Prerequisites: None.

Point of Contact: JJCR Treasurer.

Responsibilities: Looks after and uses the JJCR'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.

Drum Kit Rep.

Election: 2nd Michaelmas.

Prerequisites: Lives in College.

Point of Contact: JJCR Treasurer.

Responsibilities: Oversees booking and use of the drum kit, ensuring that it is returned in good condition and stored securely.

Average workload: 3-4 hours per term.

DUCK Vice-Chair.

Election: 1st Michaelmas.

Prerequisites: None.

Point of Contact: JJCR President.

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

Average workload: 2-3 hours per week.

DUCK Publicity and Decorations Officer.

Election: 1st Michaelmas.

Prerequisites: None.

Point of Contact: JJCR President.

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: 1st Michaelmas.

Prerequisites: None.

Point of Contact: JJCR President.

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: 1st Michaelmas.

Prerequisites: None.

Point of Contact: JJCR President.

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: 1st Michaelmas.

Prerequisites: Must consult with the JJCR Treasurer before election.

Point of Contact: JJCR President.

Responsibilities: Looks after DUCK finances, and ensures that money collected goes to the appropriate organisations. Petitions the JJCR for funding, if necessary. Attends the pre-JJCR Meeting Finance Comm.

Average workload: 2-3 hours per week.

Environment Rep.

Election: 3rd Easter.

Prerequisites: Manifesto.

Point of Contact: JHJCR Vice-President.

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

Average workload: Less than 1 hour per week.

Fair Trade Rep.

Election: 3rd Epiphany.

Prerequisites: None.

Point of Contact: JHJCR Services Manager.

Responsibilities: Liaises with the Just World Coffee Shop, the JJCR, 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.

JJCR 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: None.

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 JJCR or CRC; acts as the impartial referee on most democratic matters. Organises all aspects (including publicity, refreshments, etc) of and chairs JJCR 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 JJCR Exec in an advisory role. Attends FiComm and CRC in a non-voting capacity. Usually also the JHJCR Chair. Average workload: 4-5 hours per week, including vacations; variable depending upon workload assumed by the JJCR Vice-Chair.

JJCR President.

Election: See JJCR Election Regulations.

Prerequisites: Manifesto. Must and questioning session. Must have attended at least 2 DSU meetings in the past year. Lives in the President's Flat in Linton from Easter to Epiphany.

Point of Contact: None.

Responsibilities: Is the figurehead of JJCR 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.

JJCR 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: JJCR Chair.

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; can inspect manifestos, and necessarily knows who is running for which positions - positions which are on a list compiled by the Vice-Chair. Updates the electoral regulations - but only that part of the Constitution - in line with JJCR recommendations or CRC, and ensures that the website and any other appropriate lists are also updated. Also sits on FiComm (non voting), and should attend Website Working Group and CRC. Assists the Chair in other ways as asked. Carries out all these duties for the JHJCR as well as the JJCR if a JHJCR member; if not, works with the JHJCR Vice-Chair to implement same.

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

2 Junior DSU Reps.

Election: 3rd Epiphany.

Prerequisites: Must be DSU Members. Max. 1 JJCR Exec. Member. Subject to Election Regulation 16.ii. Cannot be held jointly. Cannot miss more than two DSU Council meetings per year without presenting a legitimate excuse to the JJCR. Manifesto.

Point of Contact: Senior DSU Rep.

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

Kit and Merchandise Rep.

Election: 3rd Easter.

Prerequisites: None.

Point of Contact: JHJCR Services Manager.

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, fluctuating.

LGBTa Rep.

Election: 2nd Easter.

Prerequisites: Manifesto.

Point of Contact: JHJCR Welfare Officer.

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

Average workload: >1 hour per week.

Loo News Editor.

Election: 3rd Easter.

Prerequisites: Subject to Election Regulation 16.ii. Cannot hold a Welfare position.

Point of Contact: JHJCR Communications Officer.

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: 1st Michaelmas.

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

Point of Contact: JHJCR Social Secretary.

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: 1-2 hours per week, although it might require the odd entire day...

St Margaret's Garth Officer.

Election: 3rd Easter.

Prerequisites: Must live in SMG the following academic year. Must report to two meetings of the JHJCR Exec and one JCR meeting each term. Manifesto.

Point of Contact: JJCR President.

Responsibilities: Looks out for issues in St Margaret's Garth that may impinge upon health and safety: e.g. welfare or maintenance issues. Reports maintenance issues to the St Margaret's Garth caretaker, and welfare or similar JCR issues to the President or Exec, as appropriate.

Average workload: 2-3 hours per week.

Senior DSU Rep.

Election: 2nd Epiphany.

Prerequisites: Must have attended at least two DSU Meetings in the last year. 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.

Point of Contact: JJCR President.

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. Sits on the Execs to report any issues arising from the DSU.

Average workload: 4-5 hours per week.

Senior DUCK Rep.

Election: 3rd Epiphany.

Prerequisites: Manifesto. Subject to Election Regulation 16.ii. Cannot be held jointly.

Point of Contact: JJCR President.

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. Also responsible for St Margaret's Garth. Leads by example!
Average workload: 4-6 hours per week.

Students' with Disabilities Officer.

Election: 1st Michaelmas.

Prerequisites: Manifesto.

Point of Contact: JHJCR Welfare Officer.

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 JHJCR 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: 2nd Michaelmas.

Prerequisites: Lives in College at time of election.

Point of Contact: JHJCR Services Manager.

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: 3rd Easter.

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

Point of Contact: JHJCR Communications Officer.

Responsibilities: Oversees maintenance of the JHJCR 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.

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.

Appendix 3: Honorary JJCR Members.

The following have been made Honorary JJCR Life Members, with the benefits outlined in JJCR Constitution Clause II. 4-5.

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 Minniti, 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.