



**Ustinov College  
Graduate Common Room**

**Ustinov College Graduate Common Room Standing Orders**

*To be valid from 9th September 2021*

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# **1 Standing Orders**

## **1.1 General Regulations**

- a) The Standing Orders of Ustinov College Graduate Common Room (GCR) are intended to aid the processes of the GCR. Neither these Standing Orders nor any subsidiary documents, such as the Clubs and Societies Regulations, shall in any way be interpreted as to overrule the Constitution of the GCR.
- b) The Steering Committee shall rule on points of interpretation of the Standing Orders.

## **1.2 Schedules and Appendices**

- a) There shall be three schedules attached which shall be part of these Standing Orders. These shall be:
  - i) Schedule 1: A list of GCR elections with timings, eligibility and job descriptions.
  - i) Schedule 2: Clubs and Societies default constitution.
  - ii) Schedule 3: Clubs and Societies regulations.
- b) There shall be the three appendices attached which are NOT part of the standing orders. These shall be:
  - i) Appendix 1: Document History
  - ii) Appendix 2: List of Honorary Life Members
  - iii) Appendix 3: Opt Out Procedure

## **2 Organisation of Meetings**

These provisions for the organisation of meetings should be read in conjunction with those set out in the GCR Constitution.

### **2.1 Procedure to Convene Meetings**

- a) The date set for the submission of motions, for GCR meetings, to the Secretary shall be no less than 72 hours before the meeting.
- b) The agenda for an Ordinary GCR Meeting shall be drawn up by the Secretary, in consultation with the President and Chairperson and shall be posted on the GCR website and emailed to members not less than two clear days before the meeting.

### **2.2 Procedure at Meetings**

The procedures outlined here are to be read in conjunction with, and as complementary to, those laid out in the Constitution.

#### **2.2.1 Minutes**

- a) The GCR Secretary shall take the minutes of all GCR Meetings.
- b) The minutes shall be emailed to members and posted on the GCR website as soon after the meeting as possible.
- c) An archive of the agendas and minutes of past meetings shall be maintained on the GCR website.

#### **2.2.2 Reports**

- a) All Executive Officers shall present written or oral reports to each General Meeting, as shall any of the chairpersons of any committees requested to do so by the GCR Chairperson.
- b) Each Executive Officer shall present an end of office report at the General Meeting immediately prior to the end of his or her respective terms of office.
- c) At an annual general meeting, the Treasurer shall present:
  - i. The accounts of the GCR for the most recent concluded financial year, for review by GCR members prior to submission to the Charities Commission;
  - ii. An update on the provisional accounts of the GCR for the current (ongoing) financial year to date, including a comparison to the last presented GCR Annual Budget;
  - iii. The GCR Annual Budget for the following financial year, including, but not limited to,
    1. Estimated surplus from GCR membership payments and financial contributions from the University;

2. Estimated expenditure for insurance, accountant fees and licensing required for continued operation;
3. Estimated expenditure for induction week activities;
4. Estimated surplus and expenditure for formals;
5. Estimated surplus and expenditure for the Summer Ball and Summer Barbecue events;
6. Estimated surplus and expenditure for other Welfare, Steering, Facilities and Clubs and Societies activities;
7. Estimated overall net surplus/expenditure for the next financial year.

### **2.2.3 Questions of the Officers/Committees**

- a) Questions to Officers or Committees shall only be presented to the individual officers / committees immediately following their reports unless a specific request is made for a general questions session for the Executive at least 72 hours before the meeting, in which case it shall appear on the agenda.

### **2.2.4 Discussion of Durham Students' Union Council and Mandating of DSU Officer**

- a) The DSU Officer shall present a report of recent meetings of the Durham Students' Union Assembly, and of other activities of the Durham Students' Union relevant to the GCR, which have taken place since the last GCR Meeting.
  - b) The DSU Officer shall bring to the GCR's attention all forthcoming motions of Assembly which:
    - i) Ask for letters of support to be written on behalf of Durham students,
- or
- ii) Directly affect the services available to students.
- c) The DSU Officer shall accept a mandate to vote for or against the motions at Assembly unless an amendment is adopted which significantly alters the meaning of the substantive, provided a 2/3 majority of a quorate GCR meeting votes that way.
  - d) Any member of the GCR present at the meeting can request a free vote or split vote at Assembly, provided this is supported by a 2/3 majority of the meeting.

### **2.2.5 Motions**

#### **2.2.5.1 Proposals**

- a) All motions to be proposed at an Ordinary GCR Meeting shall be formally submitted in writing to the GCR Secretary at least 72 hours before the GCR Meeting.
- b) All motions must be accompanied by the names of two members, one agreeing to propose the motion, one to second the motion. Only individuals may propose or second a motion, not groups of people acting under a single name.

#### **2.2.5.2 Regulations Concerning Motions**

- a) No more than one motion shall be on the floor at the same time.

- b) No motion shall be presented to repeal or amend any resolution in the term it has been passed unless notice of the motion to do so is signed by no less than ten members of the GCR.
- c) No motion may be re-presented in the same year which has been rejected, unless notice of the motion to do so is signed by no fewer than fifteen members of the GCR.
- d) No new motion may be passed under ‘Any Other Business.’
- e) A motion which is submitted later than 72 hours before the meeting shall be treated as an emergency motion provided the GCR Executive Committee feel that failure to discuss such business until the next GCR meeting would be detrimental to the interests of the GCR. Motions to alter the Constitution or Standing Orders shall not be allowed as emergency motions.

#### ***2.2.5.3 Procedure for Considering Motions***

- a) The proposer or seconder or another person nominated, shall verbally present a motion which shall thereafter be open for discussion, opposition or amendment.
- b) A motion will be thrown out unless presented in person by proposer, seconder, or another person nominated in advance.
- c) Questions of the motion may then be asked. All questions must be put through the Chairperson.
- d) There shall follow speeches in opposition and support, and so forth, until discussion ends or is terminated at the discretion of the Chairperson. If a speech for or against is not forthcoming, further unopposed speeches may be allowed at the Chairperson’s discretion

#### ***2.2.5.4 Acceptance of Motions***

- a) Motions, excepting those falling under Clause 2.2.5.4(b), shall be voted upon and either accepted or defeated on a simple majority by show of hands, with the exception of a vote of no-confidence which requires a 2/3 majority, with votes for, votes against and abstentions recorded in the minutes of the meeting.
- b) Motions may as a result of procedural motions be decided by a referendum of voters using the Durham Students’ Union’s DEVote system. These votes shall be decided by a simple majority.
- c) If there is no formal opposition to a motion, it shall be deemed to pass ‘by general aye’.

#### ***2.2.5.5 Voting***

- a) All members of the GCR are eligible to vote provided they were present at discussion of the motion.

- b) A secret ballot or online vote may be held if requested by the majority of voting members present.

#### **2.2.5.6 Amendments**

- a) Amendments to the motion may be put at any stage of the discussion following the proposal of the motion.
- b) The amendment or substantive motion shall then be put to the meeting and a vote taken.
- c) There shall be only one amendment on the floor at any time.
- d) An amendment must be proposed and seconded by members of the GCR (see point 2.2.5.1 (b)).
- e) Minor wording changes may be undertaken by the proposer before the motion is put to vote.
- f) If the proposer immediately accepts the amendment, it is automatically incorporated into the original motion, and hence no seconder for the amendment is required.
- g) If (2.2.5.6 (f) does not apply, the amendment must be voted on by a show of hands. If it is then accepted, it becomes the substantive motion which must then be put to the meeting.

#### **2.2.5.7 Procedural Motions**

- a) Procedural motions prevent discussion on original motions or substantive matters until the procedural motion has been discussed and voted upon. Procedural motions may be presented at any point during the discussion of the motion.
- b) There shall be only one procedural motion on the floor at any one time.
- c) Procedural motions must be proposed and seconded by members of the GCR.
- d) Procedural motions may be passed with a simple majority by a show of hands.
- e) Procedural motions which can be put are:
  - i) That the motion be taken in parts.
  - ii) That the motion be put to the vote now.
  - iii) That the motion not be put to the vote now.
  - iv) That the timing of the motion be extended.
  - v) That the timing of the meeting be extended.

- vi) That the motion be referred to the appropriate GCR committee for investigation and report.
  - vii) That the motion be discussed by an Ad Hoc committee elected by the Meeting.
  - viii) That a secret ballot be taken.
  - ix) That a secret ballot be not taken.
  - x) That a motion be decided in an online referendum of members.
  - xi) That the matter be postponed to a later stage in the meeting.
  - xii) That the matter be postponed to another meeting.
  - xiii) That the meeting be closed.
  - xiv) That the meeting be adjourned for a specific time.
- f) If the proposer of the current motion immediately accepts the procedural motion then it is immediately included into the meeting. However, this shall not apply to procedural motions of type: (iv), (v), (viii), (ix), (xii) and (xiii).

#### ***2.2.5.8 Points of Order***

- a) Points of order to the Chairperson shall take precedence over all other business.

#### ***2.2.5.9 Points of Information***

- a) Points of information shall be made through the Chairperson and take precedence over business at the discretion of the speaker.

## **3 GCR Election Regulations**

### **3.1 Administration**

- a) All elections and referenda conducted by the GCR shall be administered by the Steering Committee.
- b) The rulings of Steering Committee with regard to the conduct of elections are final. Matters will be decided by the Steering Committee by a simple majority. In the event that a decision cannot be reached matters will be deferred to the Trustee Board.
- c) The elections shall take place as listed in Schedule I of the Standing Orders, but subject to alteration or addition at the discretion of the Steering Committee.
- d) In all elections Re-Open Nominations (RON) shall be included as a candidate.

### **3.2 Nominations**

- a) A call for nominations will be made by the Chairperson.
- b) The date for the close of nominations will be set by the Chairperson, who will inform members of the date at an appropriate Ordinary GCR meeting or via an email sent to all members. All candidates must have submitted their manifestos to the Steering Committee by this date. If a position not on the Executive Committee has received no manifestos by the close of nominations, any GCR member may nominate themselves for that position at the GCR meeting in question, with their hust as minuted by the GCR Secretary then serving as their manifesto .
- c) Nominations should be made to the Chairperson and accompanied by a manifesto of no more than 250 words. Nominations may be made at the relevant GCR meeting in line with the conditions set out in 3.2.b.
- d) Manifestos may not make negative reference to any GCR member.
- e) Each candidate will be allowed to design a single A5 poster that must be submitted to the Steering Committee by the time of the hustings.
- f) All rules regarding nominations will be stated clearly by the Steering Committee at the time of the call for nominations. Nominations which do not comply with these rules will be returned and candidates advised of any issues arising. Nominations which do not meet the guidelines at the close of nominations will be rejected.

### **3.3 Campaigning**

- a) The Chairperson will set the time frame over which campaigning may occur.

- b) Publication and distribution of all printed or hard copy election material will be solely by the Steering Committee.
- c) Electronic campaigning is only permitted on the GCR's main Facebook page. On this page:
  - i) All election related posts are subject to the approval of the Steering Committee
  - ii) Questions may be asked by GCR members of all candidates following the same rules as set out for hustings in Clause 3.4.
  - iii) Questions may be asked anonymously if sent to the Steering Committee
- d) Candidates may campaign in person provided that in the view of Steering Committee they are not causing a nuisance to other GCR members or to Ustinov College.
- e) The Steering Committee will compile any submitted posters along with information about Re-Open Nominations (RON) and will distribute them in appropriate areas.
- d) No candidate shall pay a third party to assist in election publicity.
- e) No person may remove, deface or destroy any item of approved election publicity before the date of the election without the permission of the candidate or the Steering Committee.
- f) All members of the GCR are expected to respect the rules of the elections.
- g) Breaches of the campaigning rules should be referred to Steering Committee who may choose to suspend or cancel the election, remove a candidate or take other measures as deemed necessary.

### **3.4 Hustings**

- a) Hustings will be held, where possible, at a general meeting of the GCR.
- b) Questions put to the candidates at hustings must be addressed to all candidates standing, not a particular candidate. Questions taken are at the discretion of the Chairperson.
- c) The Chairperson shall ensure that he/she does not unfairly advantage or disadvantage any candidate or candidates through the order in which the candidates are required to answer questions.
- d) All candidates must attend hustings. If a candidate is prevented from husting by a valid emergency such as illness or accident, they must notify the Chairperson as soon as possible. It is at the discretion of the Steering Committee in such cases whether or not to proceed with the hustings for the position in question. No person may take part in hustings on behalf of another person.

- e) During hustings, candidates may not make any statement directed against any other GCR member or group of GCR members. Any question which is likely to lead to such a statement being made shall be ruled out of order by the Chairperson.
- f) Having commenced hustings for a particular post, the Chairperson shall end hustings for the same post at any time they see fit. If any GCR member wishes further questions to be asked, they may propose a procedural motion to extend questioning. If passed, questioning shall continue until there are no more questions to be asked, or fifteen minutes have elapsed, whichever is sooner. Such a procedural motion may be proposed as often as desired.

### **3.5 Voting**

- a) The start and end times of voting will be communicated to the GCR at the time of the hustings by the Chairperson.
- b) Voting will be conducted using the Single Transferable Vote voting system as described by the Electoral Reform Society.
- c) Voting will, wherever possible, be conducted using the Durham Students' Union online voting system. Where this is not planned to be the case the GCR will be notified of this at the time of the call for nominations by the Chairperson.
- d) In the event of an unforeseen failure of the Durham Students' Union online voting system, a General Meeting will be called at which a secret ballot will be used.

### **3.6 Re-opening Nominations**

- a) Where, in an uncontested election, the candidate fails to achieve the quota necessary for their election to the post in question, nominations shall be reopened and it shall be the duty of Steering Committee to announce this at the time the result is declared.

### **3.7 Actions on Breaches of Election Regulations**

- a) The election shall be ruled out of order if in the opinion of the Steering Committee there are reasonable grounds to believe that:
  - i) Any votes were cast prior to the first date of voting.
  - ii) The vote was open for a significantly shorter period than the members were notified of.
  - iii) The voting system was subject to any other form of gross electoral malpractice.
  - iv) There has been a serious breach of any other part of the Constitutional Documents which may have affected the outcome of the election.
- b) Steering Committee may rule an election out of order if they believe impropriety has occurred.

- c) If an election is ruled out of order the Steering Committee will provide a report to the members at the next General Meeting.

### **3.8 Results**

- a) Candidates have the right to request a recount of the results if the election was carried out by secret ballot in an Ordinary GCR meeting. Recounts are not possible if the elections were carried out using the Durham Students' Union online voting system.
- b) After the results have been made available to the candidates, the results shall be posted via email and/or on the GCR web page.
- c) It is the responsibility of the Steering Committee to oversee the election process and to announce the results to the candidates and the general GCR.

### **3.9 Resignations**

- a) In the event of a resignation, a by-election shall be held using the same procedure as laid down in the Standing Orders for the original election. This shall be held at the discretion of the Steering Committee before or during the next scheduled elections.
- b) Executive Officers and Steering Officers should resign by letter to the President of the GCR detailing their reasons for resigning. If the President wishes to resign, he must do so by letter to the Executive Committee.
- c) In the event of a resignation the outgoing officer should submit a handover document to the GCR Executive Committee at the earliest possible opportunity.

### **3.10 Removal from Office**

- a) An officer may be removed from office if they fail to fulfil their duties as set out in the job description in section 10.3 or fail to attend three consecutive meetings, including GCR Committee Meetings, GCR Executive Meetings, and General GCR meetings, without sending appropriate apologies to the GCR Secretary. Apologies must be sent at least 48 hours in advance of the meeting, excepting only valid emergencies such as illness or accident.
- b) A removal from office on these grounds must be approved by a 2/3 majority at a GCR Committee meeting and announced at the next Ordinary GCR meeting. Following a removal from office, a by-election shall be held using the same procedure as laid down in the Standing Orders for the original election. This shall be held at the discretion of the Steering Committee before or during the next scheduled elections.

### **3.11 Temporary Appointments**

- a) If it is deemed necessary by the Executive Committee that a position which becomes vacant under Clause 3.6 or Clause 3.7 be filled until by-elections can be held, the Executive Committee may appoint a suitable GCR member to temporarily fill the

vacant post. The temporary appointment must be announced to all GCR members and nominations for the vacant position reopened as outlined in the election regulations.

- b) Such temporary appointments must be approved by a show of hands in the next Ordinary GCR meeting. If no other candidates come forward for the vacant post, the temporarily appointed GCR member may be ratified by vote during the meeting as replacing the original holder of the committee position until the next regular elections for that post.

## **4 Committees of the GCR**

### **4.1 GCR Executive Committee**

- a) Subject to the Constitution, the GCR Executive Committee is responsible for the administration and representation of the GCR in accordance with policy as determined by GCR Meetings and decisions of the Board of Trustees, including the day-to-day financial administration of the GCR.
- b) Subject to the Constitution, and to any directions given by Standing Orders, the day-to-day business of the GCR shall be managed by the Executive Committee.
- c) The Executive Committee shall, to the best of their ability and wherever necessary, represent the views and the interests of the GCR.
- d) The Executive Committee shall make prompt decisions on behalf of the GCR on matters relating to its interests. The Executive Committee shall be held accountable by the GCR for any such decisions made.
- e) The Executive Committee shall receive reports from other GCR Committees and shall coordinate their activities with the aim of best furthering the Objects of the GCR.
- f) The voting members of the Executive Committee shall be: President, Vice-President, Treasurer, Secretary, Welfare Officer, Social Secretary, Clubs and Societies Officer, DSU Liaison Officer, Communications Officer, Bar Steward, Induction Officer (during the period they are a member of the Executive Committee), International Students' Officer, Ball Secretary (during the period they are a member of the Executive Committee) and Livers Out Representative. Only the Chairperson is a non-voting member, unless there is a tied vote in which case the Chairperson may cast a vote to break the tie.
- g) A meeting of the Executive Committee shall be quorate if at least five of the officers above are present.
- h) Election procedures for members of the Executive Committee are detailed in Schedule I – Elections of the Standing Orders.
- i) Members can only hold one Executive position at one time, but may be re-elected for the same post or elected to a different post. No individual can normally hold the same executive position for more than two years consecutively or non-consecutively, unless mandated to do so at a general GCR meeting. Should the holder of an Executive position be elected to another position on the Executive Committee, he or she shall be deemed to have resigned the former post.
- j) Office holders retain their responsibility for their post until the end of their term, even after the officer for the next year has been elected. Newly elected officers, however, shall make every effort to support their predecessors during this time to ensure the most effective possible handover.

## 4.2 Steering Committee

- a) There shall be a GCR Steering Committee whose function shall be:
  - i) To update the Constitution and Standing Orders of the GCR, when additional or amended posts or policies are introduced by the GCR at Ordinary or Extraordinary GCR Meetings.
  - ii) To review all GCR documentation with a view to improving procedure.
  - iii) To ensure the Constitution is reviewed as necessary on an on-going basis.
  - iv) To assist the Chairperson in making rulings as necessary on the interpretations of the Constitution, Standing Orders and Policy of the GCR.
- b) The Committee shall be chaired by the GCR Chairperson.
- c) The Committee shall be convened as required by the Chairperson or as directed by the GCR in general meeting to discuss and update matters concerning the Constitution and Standing Orders.
- d) The Steering Committee shall be elected as detailed in Schedule I – Elections, of the Standing Orders.
- e) Annually elected onto the Committee there shall be two members, each to hold office for one year. Both shall be Election Officers.
- f) The Election Officers' duties shall be as follows:
  - i) To assist the Chairperson in receiving nominations for GCR elections, and to advertise, coordinate, and supervise such elections.
  - ii) To assist the Chairperson in investigating allegations of electoral malpractice and making rulings as necessary.
  - iii) To compile candidates' manifestos for all GCR elections, ensuring fairness as between all candidates.
  - iv) To compile a manifesto to make GCR members aware of the option to Re-Open Nominations (RON).
  - v) To arrange the fair distribution of candidates' manifestos and the RON manifesto for all GCR elections.
  - vi) To assist the Chairperson in their role as Returning Officer, and to be present at all vote counts for GCR elections.
- g) Members of the Steering Committee shall remain impartial to the affairs of the GCR at all times.

- h) The election officers shall not sit on any other GCR Committee.

### **4.3 Social Committee**

- a) The committee shall consist of: Social Secretary (who shall chair the Social Committee), Deputy Social Secretary, Press Secretary, Ents Officer, Formal Secretary, Ball Secretary, Video Master, DUCK Liaison Officer, International Students' Officer, Bar Steward, Communications Officer, Livers Out Representative, Induction Officer, Deputy Induction Officer, Tech Officer, Disability Rep and BAME Rep. The President shall attend when necessary.
- b) The role of the committee is to administer, organise and advertise social events for the GCR, including but not limited to:
  - i) At least one formal per term.
  - ii) At least one intercultural event per year.
  - iii) The Summer Ball.
  - iv) The Summer Barbecue.
- c) The committee shall inform College of forthcoming events, and liaise to prevent clashes with other College and University events.
- d) The committee shall assist the Tech Officer with the setting up and taking down of equipment for events such as open mic nights or parties.
- e) The committee shall work with the Vice-President and relevant College and University staff to ensure all events meet relevant health and safety requirements.
- f) The committee shall keep to budgets set by the Finance Committee.
- g) The members of the committee listed above are to be considered the permanent members but the committee is open to any member of the GCR who wishes to help out with events.
- h) The committee shall report to the Executive Committee through the Social Secretary.

### **4.4 Facilities Committee**

- a) The committee shall consist of: Vice-President (who shall chair the Facilities Committee), President, Treasurer, International Students' Officer, Ecology Reps, Livers' Out Rep, Sheraton Park Reps, Dryburn Reps and Gym Rep.
- b) The committee shall be responsible for:
  - i) The upkeep of the Common Room in general, including vending machines, TV, pool tables, foosball table, darts area, and hi-fi.

- ii) Restocking the vending machines.
  - iii) Collating Dryburn and Sheraton Park accommodation and facilities issues, relating to the site, laundry, gym, Observatory etc., and bringing them to the notice of the Executive Committee.
  - iv) Assisting Social Committee with children and family-oriented events.
- c) The committee shall report to the Executive Committee through the Vice-President.

#### **4.5 Communications Committee**

- a) The committee shall consist of: Communications Officer (who shall chair the Communications Committee), President, Press Secretary, Webmaster, and Tech Officer.
- b) The committee shall be responsible for:
  - i) Communications to GCR members via the GCR website, email, social media and other means.
  - ii) Advertising GCR events in an effective and timely manner.
  - iii) Maintaining an active social media profile for the GCR and ensuring that all communication in the public sphere is in accordance with the GCR's charitable objects.
  - iv) Ensuring that GCR members are kept aware of the actions of the GCR's committees.
  - v) Publicising GCR meetings, in conjunction with the Secretary and Chairperson.
  - vi) Compiling the GCR handbook, in conjunction with the President, Secretary and Chairperson.
  - vii) Sending out the email newsletter weekly.
- c) The committee shall report to the Executive Committee through the Communications Officer.

#### **4.6 Finance Committee**

- a) The committee shall consist of: Treasurer (who shall chair the Finance Committee), Assistant Treasurer, President, Clubs and Societies Officer, and Social Secretary.
- b) The committee shall be responsible for:
  - i) Setting the GCR annual budget.

- ii) Setting specific budgets for events.
  - iii) Reviewing Clubs and Societies accounts.
  - iv) Removal and banking of moneys from Common Room equipment.
  - v) Assisting the Treasurer in the compiling of accounts.
  - vi) Approving allocation of GCR funds to clubs and societies in such a way as to promote the best interests of Members in line with the Objects of the GCR.
- c) The committee shall report to the Executive Committee through the Treasurer.

#### **4.7 Clubs and Societies Committee**

- a) The committee shall consist of: Clubs and Societies Officer (who shall chair the Clubs and Societies Committee), President, Sports Rep, Gym Rep, Presidents of Societies, and Captains of Clubs.
- b) The aim of the committee is to support clubs and societies and to facilitate cooperation between clubs and societies, and between individual clubs and societies and the GCR.
- c) The committee shall be a forum for clubs and societies to articulate their needs and to suggest actions for the GCR.
- d) The committee shall be responsible for:
  - i) Ensuring that all Clubs and Societies which wish to remain affiliated with the GCR and enjoy the benefits as detailed in Section 5 are ratified by the GCR on an annual basis.
  - ii) Maintaining an asset list for each Club or Society.
  - iii) Ensuring that all Clubs and Societies abide by the GCR Clubs & Societies regulations which are detailed in Schedule 3: Clubs and Societies regulations.
  - iv) Liaising with Durham College Rowing (DCR) to ensure Ustinov rowers are allocated to college boat clubs.
- e) The committee shall report to the Executive Committee through the Clubs and Societies Officer.

#### **4.8 Welfare Committee**

- a) The committee shall consist of: Welfare Officer (who shall chair Welfare Committee), President, Men's and Women's Welfare Representatives, LGBT+ Rep, Disability Rep,

BAME Rep, International Students' Officer, Livers Out Rep, Sheraton Park Reps and the Dryburn Reps.

- b) The aim of the Welfare Committee is to ensure, as far as is reasonably possible, that the GCR supports the physical and psychological welfare of its members.
- c) The committee shall be responsible for:
  - i) The running of welfare campaigns within Ustinov College in conjunction with the bar, Durham Students' Union, Nightline or other appropriate bodies as necessary.
  - ii) Advertising the GCR's welfare provision alongside the Communications Committee.
  - iii) Ensuring that access to welfare supplies are maintained and that collection points are fully stocked.
  - iv) Liaising with the Durham Students' Union, LGBT+a and other organisations to run welfare and themed social events within college.
  - v) Ensuring that the actions of the GCR are consistent with the welfare requirements of its members and reporting this to the Executive Committee.
  - vi) Liaising with the College or University to enable access for members to careers information.
- d) The members of the committee listed above are to be considered the permanent members but the committee is open to any member of the GCR who wishes to help out.
- e) The committee shall report to the Executive Committee through the Welfare Officer.

## **5 Clubs and Societies**

### **5.1 Affiliation**

- a) Any club or society, at least 5 of whose members are members of the GCR, and which is formed for any purpose not inconsistent with the Objects of the GCR, may apply to affiliate to the GCR and to use the words 'Ustinov College' in its name.
- b) The GCR Executive Committee shall consider applications for affiliation. A simple majority of the present GCR Executive members is required.
- c) Affiliated clubs and societies shall be listed on the GCR website as Affiliated Societies. Unaffiliated Societies may be listed also, but must be clearly marked as unaffiliated with the GCR.
- d) Affiliated societies must show that they conform to the GCR Clubs & Societies regulations which are detailed in Schedule 3: Clubs and Societies regulations.
- e) The Clubs and Societies officer is responsible for dealing with questions and complaints regarding violations of the Clubs and Societies' Standing Orders and constitution and forwarding them to the GCR for further action.

### **5.2 Financial Assistance**

- a) Affiliated Clubs and Societies may apply to the Finance Committee for funding.
- b) The Finance Committee shall convene no less than three times a year to consider affiliated Clubs' and Societies' applications.
- c) Funding will be allocated to each club and society in such a way, and in such amounts, as to reflect both its needs and the benefits and opportunities it provides Members of the GCR.
- d) It shall be the responsibility of each club and society to set out its case for funding as effectively as possible, and to provide such information as the Finance Committee requires, including, but not limited to:
  - i) Budgets.
  - ii) Accounts.
  - iii) Membership numbers.
  - iv) Asset lists.

### **5.3 Termination of Affiliation**

- a) Any affiliated society may apply to end affiliation. This must be in writing to the GCR Clubs and Societies Officer who shall bring it to the attention of the Executive

Committee at their next meeting. A simple majority of the present GCR Executive members is required to terminate the affiliation.

- b) The GCR may vote to withdraw a society's affiliation at an Ordinary GCR Meeting. The society should be notified of any such vote one week in advance and may send a representative to make a case in the society's favour.
- c) If affiliation is terminated, the club or society must remove 'Ustinov College' from their name.

## **6. Finances**

### **6.1 Spending Powers**

- a) The spending limits for the GCR Committee shall be as follows:
  - i) Any member of the GCR Committee may spend up to £50 in one transaction without prior approval.
  - ii) Any member of the GCR Committee may spend up to £500 in one transaction on approval of the Executive Committee.
  - iii) All expenditure over £500 must be approved by the GCR at an Ordinary GCR meeting.

### **6.2 Day-to-Day Administration of the Funds of GCR Clubs and Societies**

- a) A Club/Society Part One income, as allocated by the GCR at an Ordinary GCR Meeting, shall be administered through the GCR's Part One accounts procedure.
- b) Club/Society Part Two income (funds raised by the Club/Society for itself by charging levies, fundraising events etc.) shall be administered through the GCR's Part Two accounts procedure.
- c) Clubs/Societies may only spend Part One money on items included in a written request to the Clubs and Societies Officer and passed by the GCR at an Ordinary GCR Meeting. This expenditure shall not exceed their Part One allocation.
- d) A Club/Society Part Two money may be spent as the club wishes, within the bounds of the GCR Clubs and Societies regulations and the Club or Society's own governing documents. This expenditure shall not exceed the available Part Two funds.
- e) The Clubs/Society Treasurer may veto a payment if and only if:
  - i) The payment contravenes provisions of the GCR Constitution, GCR Standing orders, the GCR Clubs and Societies regulations or the Club or Society's own governing documents..
  - ii) The expenditure exceeds the Club/Society available Part Two funds.

### **6.3 Amount of GCR levy**

- a) The GCR levy is currently £40.00 per annum (as of 29/05/2016). This amount may be subject to change only at the beginning of each academic year and all existing GCR members must be notified of an increase in the levy in advance. The amount charged shall be determined by the Executive Committee, in consultation with the Finance Committee.
- b) Due to exceptional circumstances surrounding the COVID-19 outbreak, for the academic year 2020-2021, the GCR Levy shall be:

£1 for an online-only membership for those not wishing to attend social distancing events in Durham.

£5 for an online and social distancing membership for those wishing to attend socially distanced events with discounts.

£35 for a full GCR membership. This will be reduced to £30 if upgrading from a £1 membership and £20 if upgrading from a £5 membership. This tier can only be sold if University and government guidelines allow the GCR to run a full set of events and open the gym.

Online-only members are treated as GCR members for all purposes except for discounted event entry and access to physical facilities run by the GCR

- c) Members of the College spending an academic year abroad as part of their degree shall be exempt from the GCR levy during that year.

#### **6.4 Donations to the GCR**

- a) Donations to the GCR of new funds by external persons or organisations which are given to the GCR with conditions must be used as specified by the donor.
- b) Donations to the GCR made with no conditions may be spent in the same way as ordinary Part One or Part Two funds.
- c) All donations to the GCR or GCR Clubs and Societies must be approved by the Executive Committee. The use of donations to Clubs and Societies approved by the Executive Committee should be approved by the Finance Committee.

## **7 Conditions of GCR Services**

### **7.1 DVD Library**

- a) The DVD library is an open access library which requires no payment from members.
- b) The procedure for the administration of the DVD library are detailed in the GCR Office Procedures document.
- c) Students who contravene the stipulations made by the committee regarding the DVD library may be subject to penalties to future access at the discretion of the GCR committee.

### **7.2 Treatment of the Common Room**

- a) Members found to be abusing GCR property may be subject to penalties or find certain GCR provisions removed at the discretion of the GCR committee.
- b) Repairs will be effected at the request of the Executive Committee.

### **7.3 Restriction of Access**

- a) The GCR may restrict access to property as a means of preventing possible value lost and to ensure unfettered provision for student use.

## **8 Complaints Procedure**

- a) If any member of the GCR feels that they have been unfairly dealt with, unfairly disadvantaged by opting out of the GCR membership or have been inappropriately approached by another member of the GCR or its officers, they have the right to complain and to have that complaint dealt with promptly and fairly.
- b) The course of action is as follows:
  - i) They should approach the relevant GCR Officer to deal with the problem.
  - ii) If the complaint is directed towards a GCR Officer, the complainant should approach the President and Chairperson.
  - iii) If the complaint is directed towards either the President or the Chairperson and/or the complainant is not satisfied with the outcome they may approach the Board of Trustees for advice on the matter, provided that none of the Officer Trustees are involved in discussion of and response to any such complaint.

## **9 Honorary Life Membership of the GCR**

- a) Students and other members of the College and the University who have made an exceptional contribution to the GCR or to realising the objects set out in the Constitution may be awarded Honorary Life Membership of the GCR.
- b) For any person to become an Honorary Life Member, a motion must be put to an Ordinary GCR Meeting giving the name or names of the person concerned. The motion shall require a two-thirds majority.
- c) If the motion for Honorary Life Membership as described in subsection b) passes, and the candidate is a student of Ustinov College, they shall be awarded Honorary Life Membership at the point at which the student graduates or otherwise finishes their course. If the motion passes and the candidate is not a student of Ustinov College, the Honorary Life Membership shall take effect immediately.
- d) Names of all Honorary Life Members shall be entered into Appendix 2 of these Standing Orders and displayed in the College where appropriate.
- e) HLM members receive the GCR members discounted rate at all Ustinov events such as formals and Balls. If the Honorary Life Member becomes a student again at the university, this benefit is removed until they graduate again/finish their new course.

## **10 GCR Mailing Lists**

### **10.1 Administration of Mailing Lists**

The owner of all GCR committee-related mailing lists (uv-comm, uv-exec and uv-info) shall be the Communications Officer. The uv-comm and uv-exec mailing lists shall contain only the Durham University, personal or non-personal, email addresses of elected members of the GCR Committee and Executive Committee respectively.

### **10.2 Posting to uv-info**

- a) Only the following officers are entitled to post items via uv-info:
  - i) The President in emergencies or matters concerning the student body other than news and announcements.
  - ii) The Vice-President in lieu of the President.
  - iii) The Secretary in matters pertaining to meetings, such as distribution of agendas and minutes.
  - iv) The Chairperson in matters pertaining to GCR elections.
  - v) The Press Secretary in the production of the GCR Newsletter.
  - vi) The Communications Officer in all other cases.
- b) All other committee members should submit items for posting to the Press Secretary for inclusion in the GCR Newsletter.

## **11 Schedules**

### **11.1 Schedule I – Elections**

#### **11.1.1 Timing**

- a) The persons who run for the positions marked with an asterisk (\*) must be available to organize and help out at induction week.

#### **11.1.2 Michaelmas Term**

- a) The following positions will be elected during Michaelmas Term:

2 Election Officers  
Social Secretary\*  
Deputy Social Secretary  
Press Secretary\*  
Formal Secretary  
Ents Officer  
Video Master  
DUCK Liaison Officer  
Ball Secretary  
Men's Welfare Rep  
Women's Welfare Rep  
Lesbian, Gay, Bisexual and Transgender + (LGBT+) Rep  
Disability Rep  
BAME Rep  
2 Ecology Reps  
Livers Out Rep  
Sports Rep\*  
Gym Rep\*  
Assistant Treasurer  
Tech Officer  
2 Dryburn Reps  
2 Sheraton Park Reps

- b) Holders of the above-listed positions come into office immediately following the announcement of the election results.

#### **11.1.3 Easter Term**

- a) The following positions will be elected during the Easter Term:

President\*  
Vice-President\*  
Chairperson\*  
Secretary\*  
Treasurer\*  
DSU Liaison Officer\*  
International Students Officer\*

Induction Officer\*  
Deputy Induction Officer\*  
Communications Officer\*  
Webmaster\*  
Clubs and Societies Officer \*  
Welfare Officer\*  
Bar Steward\*

- b) The above positions have their term start on the 1st July with a one month handover period beginning from 1st June. They must be in office for one year.

## **11.2 Eligibility and Nominations**

- a) All full members of the GCR who will be present at the University throughout the term of their office, and who shall not cease to be a member of the University and Ustinov College during their time in office, and are not banned in any way, are eligible to stand for election. Postdoctoral members of the University who are members of the GCR, graduated within the two years immediately preceding the date of the election hustings, have not received full time employment with the University, and live within the Durham area, may run for committee positions.
- b) Members may not stand for posts elected in the Easter Term if they know that they cannot stand for a full year (minimum June to June). A candidate that knows that he or she will not stay for a full year ceases to be a candidate for the posts automatically. Such nominations are deemed invalid and the GCR shall seek an alternative candidate. A GCR member who is, at the time of the election, enrolled in a one-year Masters course is eligible to run for a position continuing into the next academic year provided they have been offered and firmly accepted a place for further studies at Durham University and will be present in Durham and a full-time student throughout their term of office. An offer conditional upon passing a Masters degree is acceptable provided it requires no distinction and provided the candidate is confident that they can financially support themselves.
- c) If a representative who holds one of the abovementioned posts knows that he/she will be leaving Durham for field work or otherwise, then he/she should inform the Executive Committee two to three months in advance so a replacement can be found.
- d) All members of the GCR committee, including the Executive, are appointed to their post on a strictly voluntary basis. None of the committee positions entitle the holder to financial remuneration of any kind out of GCR funds, including non-monetary remuneration such as free events tickets. Subsidies donated by college do not fall under this clause, as they are not provided out of GCR funds.
- e) Members may not stand to be Executive Officers or Student Trustees if they are ineligible to be trustees of a charity under charity legislation. This includes, but is not limited to:

- i) Anyone who has an unspent conviction for an offence involving deception or dishonesty.
- ii) Anyone who is an undischarged bankrupt.
- iii) Anyone who has been removed from trusteeship of a charity by the Court or the Commissioners for misconduct or mismanagement.
- iv) Anyone under a disqualification order under the Company Directors Disqualification Act 1986.

### **11.3 Job Descriptions**

The following job descriptions are the basic roles of each position. All members must assist others when required and must make themselves available at all GCR meetings unless they have sent their apologies to the Secretary. All Committee members are required to help out at GCR events wherever possible and must make themselves available for office hours in the GCR office for at least one hour per week. All Executive members of the committee are further required to be present and assist during induction week.

#### **11.3.1 Members of Executive Committee**

##### ***11.3.1.1 President***

- a) Represents the GCR and its interests to the outside world, including the College and the University.
- b) A port of call for all GCR members (that is, all members of Ustinov College who have not opted out of the Graduate Common Room).
- c) Responsible for informing all GCR members of important developments within the College and University.
- d) Manages the GCR's committees and coordinates their activities.
- e) Works to promote the objects of the GCR as set out in the Constitution.
- f) Sits on the following committees: Facilities Committee, Finance Committee, Clubs and Societies Committee, Social Committee, GCR Committee, Executive Committee, JCR Presidents' Committee, Communications Committee, MCR Presidents' Committee, Bar Management Committee.
- g) May also be co-opted onto a number of other University committees, such as Student Experience Sub-Committee and University Senate.

##### ***11.3.1.2 Chairperson***

- a) Calls, organises and chairs all meetings of the GCR, GCR Committee, Steering Committee, and Executive Committee, in arrangement with the GCR President.

- b) Remains impartial to the affairs of the GCR as set out in Section 4.2(g), except where the provisions of Clause 11.3.1.2(j) apply.
- c) Liaises with the GCR Secretary about agendas, minutes and the running of each meeting.
- d) Manages the business of the Steering Committee; in particular, coordinating elections (where the Chairperson acts as Returning Officer) and reviewing the Constitution.
- e) Responsible for keeping the GCR notice board and Committee pictures up to date.
- f) Responsible for ensuring that job descriptions and contact information on the GCR website are up-to-date.
- g) Coordinates the office hours of GCR Officers.
- h) Jointly responsible (with the Secretary) for collating and editing of the GCR Handbook in time for induction week. The handbook contains essential information about the GCR and should be sent out to all new students prior to their arrival in Durham.
- i) Works to promote the objects of the GCR as set out in the Constitution.
- j) Acts as an *ex officio* member of all committees of the GCR and does not vote at meetings, except in the event of a tie.
- k) Sits on the following committees: Steering Committee, GCR Committee, Executive Committee.

#### **11.3.1.3 Vice-President**

- a) Assists the President in all work.
- b) Deputises for the President when required.
- c) In agreement with the President, may be required to sit on university and college-related committees.
- d) Maintains the GCR's register of risk assessments and ensures the GCR's responsibilities under the Health and Safety at Work Act (1974) and Management of Health and Safety at Work Regulations (1999) are met.
- e) Ensures data is held securely and in accordance with the Data Protection Act (1998) and the Memorandum of Agreement between Ustinov College GCR and the University of Durham (2012).
- f) Responsible for all GCR services, including the ordering and sale of college clothing and the maintenance and stocking of GCR-run vending machines and games machines in Sheraton House and Neville's House.

- g) Responsible for ensuring all members of the GCR Committee are informed about their responsibilities under the Data Protection Act (1998), Charities Act (2006), Education Act (1994), Health and Safety at Work Act (1974), the Management of Health and Safety at Work Regulations (1999) and Bribery Act (2011).
- h) Responsible for the upkeep of the common area and of the GCR Office in Sheraton House, the Observatory and for coordinating the activities of the Sheraton Park Reps for this end.
- i) Responsible for the ordering and framing of the annual GCR barbecue photo.
- j) Has to fill in for any unfilled position until someone is found.
- k) Assists the Chairperson and Secretary with the collating and editing of the GCR handbook.
- l) Works to promote the objects of the GCR as set out in the Constitution.
- m) Sits on the following committees: GCR Committee, Executive Committee, Facilities Committee.

#### ***11.3.1.4 Secretary***

- a) Responsible for the writing and distribution of minutes and agendas for all general GCR and GCR committee meetings, and their archiving on the GCR website and as paper copies.
- b) Schedules and prepares the meetings of the GCR and committees and liaises with the chairperson about the organisation of meetings.
- c) Deals with all administration of the GCR.
- d) Maintains a list of Members of the GCR.
- e) Maintains the GCR email account ([ustinov.gcr@durham.ac.uk](mailto:ustinov.gcr@durham.ac.uk)).
- f) Conducts the annual GCR Survey.
- g) Jointly responsible (with the Chairperson) for the collating and editing of the GCR handbook in time for induction week. The handbook contains essential information about the GCR and should be sent out to all new students prior to their arrival in Durham.
- h) Works to promote the objects of the GCR as set out in the Constitution.
- i) Sits on the following committees: GCR Committee, Executive Committee.

#### ***11.3.1.5 Treasurer***

- a) Responsible for maintaining the accounts of the GCR.

- b) Responsible for the timely compiling of yearly accounts for submission to Business Assurance Service (BAS) and other relevant parties, including external examiners or auditors of the GCR's accounts.
- c) Oversees the accounts of the Clubs and Societies.
- d) Makes decisions, in consultation with the Executive Committee, about small-scale expenditures and attends to the payment of day-to-day expenses in a timely manner.
- e) As Chair of the Finance Committee, assesses funding applications from GCR-affiliated clubs and societies and makes recommendations about funding based on the discussion of Finance Committee.
- f) Responsible for all financial matters related to GCR-run vending and games machines and equipment in Sheraton House and Neville's House, levy collection and gym money collection, including the banking of money and the provision of change for the vending machine.
- g) Liaises with University Business Assurance Service (BAS) when required.
- h) Responsible for writing and presenting the GCR annual budget for the following academic year at an Annual General Meeting, following consultation with other Executive Committee and Finance Committee members.
- i) Works to promote the objects of the GCR as set out in the Constitution.
- j) Sits on the following committees: GCR Committee, Executive Committee, Bar Management Committee, Finance Committee, Facilities Committee.
- k) Chairs the Finance Committee.

#### **11.3.1.6 Bar Steward**

***Preamble:** The College Bar is operated for the mutual benefit of all members of Ustinov College, in accordance with the conditions of its Club Premises Certificate whereby they are also required to participate in its oversight and operation as a community service activity. So, in the same way as other positions of responsibility within the college community, the Bar Steward's is an honorary position, elected by the GCR and working with all college constituent bodies, encompassing responsibilities that are rewarded by approbation rather than remuneration. Time spent on the Bar Steward's duties, specified below, is therefore regarded, in the same way as for other GCR Exec positions, as a voluntary worker rather than employment and hence outside the scope of NMWR (as distinct from any time that the Bar Steward may spend working as a Bar Worker which shall be subject to NMWR).*

#### **The Bar Steward shall:**

- a) Be elected annually by the GCR on behalf of all college members, subject to satisfying the following criteria at the time of election and for the duration of the appointment:
  - i) membership of Ustinov College GCR (essential)
  - ii) registered as a Bar Worker at Ustinov College (essential)

- iii) approved by Ustinov College Officers as a fit and proper person for this role (essential)
  - iv) be qualified to APLH Level 2 (desirable) – training for this may be available after election
- 
- b) Be first point of contact for college members regarding any matters concerning the College Bar. The Bar Steward shall nominate another person, who also satisfies the above criteria (i)-(iii), to deputise for her/him whenever the Bar Steward is unavailable.
  - c) Act, in conjunction with the Hospitality Manager or duty Porter, to deal with any emergencies or resolve any other issues to ensure continuity of the community service function of the College Bar.
  - d) Set an example by upholding the highest standards of safety, hygiene, social responsibility and good order to ensure a welcoming and safe environment for all members.
  - e) Represent preferences and views of college members, normally via college constituent bodies (the GCR and SCR), to the Hospitality Manager, e.g. regarding the bar environment and products to be stocked or discontinued.
  - f) Liaise with the appropriate persons (e.g. Common Room Social Secretaries, Bursar, Operations Manager and/or Hospitality Manager) on policy or operational issues, including but not limited to: recruitment/deployment of bar workers, pricing, bar promotions, events and parties (particularly parties in Sheraton House and the Summer Barbecue).
  - g) Make arrangements for special community events (e.g. the screening of sports, Eurovision, etc.) or licensable activities as might require the bar to open outside normal hours or special/temporary licensing notifications, in liaison with the Hospitality Manager.
  - h) Work to promote the objects of the GCR as set out in the Constitution.
  - i) Uphold National Licensing Objectives; participate in the annual Best Bar None assessment process; represent the college membership at relevant events, e.g. Best Bar None Awards.
  - j) Attend relevant meetings, including: University Bar Managers', GCR Committee, Bar Management Committee, Executive Committee, Social Committee, Bar Workers'.
  - k) Chair meetings of bar workers and ensure that they occur with sufficient frequency;
  - l) Provide a channel of communication between bar workers and the Hospitality Manager.

- m) In the absence of a GCR Bar Quiz Society, be responsible for organising the running of the weekly pub quiz in the bar.

#### ***11.3.1.7 Clubs and Societies Officer***

- a) Liaises with the GCR's clubs and societies and is also responsible for making their opinions known to the GCR.
- b) Organises the Ustinov College Clubs and Societies' Fair.
- c) Responsible for keeping the Clubs and Societies notice board and the Clubs and Societies section of the GCR website updated.
- d) Assists in founding new Clubs and Societies and helps working on the constitution and approval by the GCR.
- e) The contact person for members of a Ustinov club or society member who are facing conflicts within their club and society or need to report violations of their club's or society's constitution.
- f) Works to promote the objects of the GCR as set out in the Constitution.
- g) Sits on the following committees: GCR Committee, Executive Committee, Clubs and Societies Committee, Finance Committee.
- h) Liaises with Team Durham, College, the University, and all other necessary contacts to ensure that all GCR clubs and societies have access to suitable training facilities.
- i) Attends Team Durham meetings to represent the views and interests of Ustinov GCR and its sports clubs and societies.

#### ***11.3.1.8 DSU Liaison Officer***

- a) Represents all students within the college as a voting member of DSU Assembly, and contributes actively to debate and discussion within Assembly meetings.
- b) Canvasses the views of students within the GCR prior to Assembly.
- c) Feeds back to the GCR regarding the outcomes of Assembly and the impact for students within the GCR.
- d) Acts as the College Election Coordinator for any cross-campus elections and referenda conducted by the Students' Union.
- e) Coordinates the college fixtures of the intercollegiate University Challenge competition and is the key point of contact for the team representing the college.
- f) Acts as a member of a key stakeholder group (SU representatives) for the Students' Unions strategic development.

- g) Actively engages in the policy and campaigns of the Students' Union.
- h) Promotes campaigns and events run by the Students' Union in order to increase awareness and participation unless they oppose policy of the GCR.
- i) Attends annual Common Room training delivered by the Students' Union and encourages other members of the GCR executive committee to attend.
- j) Supports Students' Union Officers in gathering feedback from the GCR regarding representational issues and presents findings to Officers in good time for Officers to relay information to the University.
- k) Works with the Students' Union to evaluate training needs and support packages for Common Rooms.
- l) Attends regular meetings with Students' Union officers and relevant Union staff to be fully informed regarding campaigns and events run by the Students' Union.
- m) Works to promote the objects of the GCR as set out in the Constitution, particularly within the context of Durham Students' Union.
- n) Sits on the following committees: GCR Committee, Executive Committee.

#### ***11.3.1.9 Communications Officer***

- a) Responsible for maintaining good and effective communications between the GCR Committee and the members of the GCR.
- b) Chairs Communications Committee and reports to the Executive Committee.
- c) Has overall responsibility for the GCR's advertising, via emails, social media, and posters.
- d) Ensures that events are advertised in an effective and timely manner.
- e) Coordinates with the Social Secretary and Social Committee regarding events.
- f) Ensures that GCR members are kept aware of the actions of the GCR's Committees, in liaison with the Secretary when necessary.
- g) Assists the Secretary and Chairperson in the compiling of the GCR handbook.
- h) Assists the Chairperson and Secretary in the publicising of GCR meetings.
- i) Will develop an overall communications strategy for the GCR, in conjunction with the wider Executive Committee, with the aim that members are kept well-informed about the charitable objects and activities of the GCR.
- j) Coordinates the actions of the GCP Liaison Officer, Webmaster, Press Secretary, and Tech Officer, as well as members of Social Committee as may be necessary.

- k) Sits on the following Committees: GCR Committee, Executive Committee, Communications Committee, Social Committee.

#### ***11.3.1.10 Induction Officer***

- a) Compiles an induction budget to be approved by a general GCR meeting.
- b) Recruits induction helpers and sets up a helpers' rota for induction week.
- c) Arranges the ordering and purchase of induction helpers' shirts.
- d) Plans and organises all induction events with the assistance of all other committee members.
- e) Liaises with the College, Social Secretary and International Students Officer regarding induction week planning and funding.
- f) Is required to be available throughout induction week.
- g) Works to promote the objects of the GCR as set out in the Constitution, particularly during Induction Week.
- h) Acts as a general point of contact for new Ustinovians throughout the year.
- i) Sits on the following Committees: GCR Committee, Executive Committee\*, Social Committee. \* Sits on the Executive Committee for a period beginning from the 1st of July until two weeks after the end of Induction Week.

#### ***11.3.1.11 International Students Officer***

- a) Makes sure that the needs of the International Community are considered, both by the GCR committee and the College.
- b) Liaises with the International Student Association (ISA) and promotes their events within Ustinov GCR.
- c) Must be available for induction week.
- d) Organises trips to popular tourist destinations around the North East of England with the aim of allowing students to experience a variety of British culture.
- e) Must offer a weekly office hours for international students in the GCR office for a minimum of one hour per week.
- f) Works to promote the objects of the GCR as set out in the Constitution.
- g) Sits on the following committees: GCR Committee, Executive Committee, Facilities Committee, Social Committee, Welfare Committee.

#### ***11.3.1.12 Social Secretary***

- a) Manages and coordinates the business of the Social Committee.

- b) Chairs Social Committee and reports to the Executive Committee.
- c) Receives and passes on Events Notification Forms for events in and around college.
- d) Acts as the official representative of the Social Committee (for example in meetings with the college officers) as needed.
- e) Liaises with the induction officer, the bar steward and college officers about the carrying out of events.
- f) Ensures that all GCR events adhere to College and GCR rules and regulations.
- g) Ensures, along with the Vice-President, that all GCR events adhere to College and University Health and Safety policy.
- h) Ensures risk assessments are completed when required for events and passed to the Vice-President.
- i) Ensures that regular GCR Events (one formal dinner each in Michaelmas and Epiphany term, the Summer Ball and BBQ in Easter term) take place even in the absence of an Ents Officer.
- j) Recruits additional events helpers from the GCR and GCR committee.
- k) Must be available throughout induction week.
- l) Works to promote the objects of the GCR as set out in the Constitution, particularly by arranging social events which promote intercultural understanding, and by coordinating social, cultural and recreational activities for Members.
- m) Sits on the following committees: GCR Committee, Executive Committee, Social Committee, Bar Management Committee, Finance Committee.

#### ***11.3.1.13 Welfare Officer***

- a) Is required to contact the Durham Students' Union Welfare and Liberation Officer at the beginning of their term of office for liaison purposes and to be notified about meeting times for the Durham Students' Union Welfare, Equality, and Diversity Committee.
- b) Is available to all GCR members as a contact for any health or safety problems, including living conditions, illness, mental health problems or anxieties about personal safety. The Welfare Officer must be available for office hours in the GCR office for a minimum of 1 hour per week.
- c) Shall help raise any health and safety issues that are reported to him/her to the College, the GCR Executive or, if necessary, Durham Students' Union and the university.

- d) Carries out regular health and safety campaigns, such as awareness campaigns for sexually transmitted diseases, at least once per term.
- e) Provides free contraception on request.
- f) Responsible for the ordering of contraceptives and pregnancy tests, kept in the GCR office, for free distribution.
- g) Maintains the GCR Welfare Board.
- h) Works to promote the objects of the GCR as set out in the Constitution, particularly regarding the welfare of Members.
- i) Sits on the following committees: GCR Committee, Executive Committee, Durham Students' Union Welfare Committee, Welfare Committee.

### **11.3.2 Members of Social Committee**

#### ***11.3.2.1 Deputy Social Secretary***

- a) Deputises for the Social Secretary when required.
- b) Assists in all duties of the Social Secretary.
- c) Maintains an inventory of the Cycas store cupboard and ensures it remains tidy and accessible.
- d) Must be available for the Summer BBQ.
- e) In charge of the design of all publicity, such as posters and flyers, for GCR social events.
- f) Works to promote the objects of the GCR as set out in the Constitution.
- g) Sits on the following committees: GCR Committee, Social Committee.

#### ***11.3.2.2 Formal Secretary***

- a) Responsible for the planning and organisation of at least two GCR formal dinners, one each in Michaelmas and Easter term.
- b) Responsible for assisting the Social Secretary in the organisation of all other social events wherever possible.
- c) Works to promote the objects of the GCR as set out in the Constitution.
- d) Sits on the following committees: GCR Committee, Social Committee.

#### ***11.3.2.3 Ball Secretary***

- a) Compiles a ball budget to be approved by a general GCR meeting.

- b) Responsible for the planning and organisation of the GCR Ball.
- c) Responsible for assisting the Social Secretary in the organisation of all other social events wherever possible.
- d) Works to promote the objects of the GCR as set out in the Constitution.
- e) Sits on the following committees: GCR Committee, Social Committee, Executive Committee\*. \* Sits on the Executive Committee for a period beginning two months before the Summer Ball until one week after the event.

#### ***11.3.2.4 Ents Officer***

- a) Responsible for the planning and organisation of regular and varied social events and the GCR Summer BBQ.
- b) Responsible for regularly updating the blackboards and notice boards in Sheraton House/Neville's House.
- c) Works to promote the objects of the GCR as set out in the Constitution.
- d) Sits on the following committees: GCR Committee, Social Committee.

#### ***11.3.2.5 Video Master***

- a) Responsible for the planning and organisation of regular and frequent film nights.
- b) Responsible for maintaining the DVD library, including the purchase of new DVDs and replacement of lost or damaged copies; the monitoring of loans; the sending out of reminders to GCR members whose loans are overdue; and the administering of fees for overdue items.
- c) Responsible for publicising availability and non-charging nature of DVDs from GCR office and borrowing times/conditions.
- d) Also responsible for organising the screening of non-sporting events in coordination with the Bar Steward.
- e) Responsible for ordering and maintaining games supplies for games consoles.
- f) Works to promote the objects of the GCR as set out in the Constitution.
- g) Liaise with the Dryburn rep and Livers' Out rep to facilitate DVD rental facilities for GCR members.
- h) Sits on the following committees: GCR Committee, Social Committee.

#### ***11.3.2.6 DUCK Liaison Officer***

- a) Represents the GCR and the College in all DUCK-related matters, including attending such meetings of DUCK as may arise.

- b) Reports to the GCR committee/executive about DUCK decisions and activities, and DUCK-related issues that affect Ustinov GCR.
- c) Raises matters concerning the GCR at relevant DUCK *fora*.
- d) Provides a link between the GCR and DUCK with the aim of encouraging and coordinating charitable activity in the College in collaboration with the wider University but in a distinctively Ustinovian way, recognising the unique qualities of Ustinov College.
- e) Works to promote the objects of the GCR as set out in the Constitution.
- f) Sits on the following committees: GCR Committee, Social Committee.

#### **11.3.2.7 Deputy Induction Officer**

- a) Assists the Induction Officer.
- j) Helps to recruit induction helpers and with setting up a helpers' rota for induction week.
- k) Helps with the planning of all induction events with the assistance of all other committee members.
- l) Liaises with the College, Induction Week Officer, President, Social Secretary and International Students Officer regarding induction week planning and funding.
- m) Is required to be available throughout induction week.
- n) Works to promote the objects of the GCR as set out in the Constitution, particularly during Induction Week.
- o) Sits on the following committees: GCR Committee, Social Committee.

#### **11.3.3 Members of Steering Committee**

##### **11.3.3.1 Election Officers**

- a) Assists the Chairperson at all stages of the election process (planning, distribution of election materials, counting of votes, hustings).
- b) Are responsible along with the Chairperson for counting votes in general meetings.
- c) Deals with complaints or queries regarding the elections along with the Chairperson.
- d) Sits on the following Committees: Steering Committee.

#### **11.3.4 Members of Welfare Committee**

#### ***11.3.4.1 Women's and Men's Welfare Representatives***

- a) Assist the Welfare Officer in offering advice and support on request by individual GCR members.
- b) Must make themselves available for a drop-in in the GCR office for a minimum of one hour per week.
- c) Provides free contraception and pregnancy tests on request.
- d) Assists the Welfare Officer in distributing welfare-related publicity material and help with carrying out any health and safety-related campaigns.
- e) Liaises with the Welfare Officer and other GCR officers as may be necessary.
- f) Works to promote the objects of the GCR as set out in the Constitution.
- g) Sits on the following committees: GCR Committee, Welfare Committee.

#### ***11.3.4.2 Lesbian, Gay, Bisexual and Transgender (LGBT+) Rep***

- a) Acts as a contact for all lesbian, gay, bisexual or transgender members of the GCR and addresses their concerns.
- b) Represents all lesbian, gay, bisexual or transgender members of the GCR in the GCR committee and College.
- c) Liaises with the Durham Students' Union LGBT Rep and the Durham LGBT+a to include Ustinov GCR in any university-wide campaigns.
- d) Organises regular LGBT+ socials at Ustinov.
- e) Works to promote the objects of the GCR as set out in the Constitution.
- f) Sits on the following committees: GCR Committee, Welfare Committee.

#### ***11.3.4.3 Disability Representative***

- a) Acts as a contact for all Ustinov students who have a disability or a long-term medical condition and addresses their concerns
- b) Represents all members of the GCR with a disability or long-term health condition in the GCR
- c) Signposts students who have or think they may have a disability or long-term medical condition to the Durham Disability Service
- d) Works with the Welfare Officer to ensure that all information provided by the GCR on the disability support offered by the University and College is up to date and accurate

- e) Works with the committee to ensure GCR events are as accessible as possible to all members of the GCR
- f) Liaises with the Durham Students with Disabilities Association to include Ustinov GCR in any University-wide campaign
- g) Works to promote the objects of the GCR as set out in the Constitution
- h) Sits on the following committees: GCR Committee, Social Committee, Welfare Committee

#### ***11.3.4.4 BAME (Black and Minority Ethnic) Representative***

- a) Acts as a contact for all Black, Asian and Minority Ethnic members of the GCR and addresses their concerns.
- b) Represents all Black, Asian and Minority Ethnic members of the GCR in the GCR committee and College.
- c) Liaises with the Durham People of Colour Association to include Ustinov GCR in any university-wide campaigns.
- d) Organises regular BAME socials at Ustinov.
- e) Works to promote the objects of the GCR as set out in the Constitution.
- f) Sits on the following committees: GCR Committee, Welfare Committee and Social Committee

### **11.3.5 Members of Facilities Committee**

#### ***11.3.5.1 Ecology Representatives***

- a) Be available to the College Recycling Team (housekeeping) for assistance in all recycling-related matters around college.
- b) Monitor recycling in college and seeks to encourage all GCR members to recycle and save energy.
- c) Carry out campaigns to point out opportunities to recycle and save energy; for example, switching off lights, avoiding stand-by mode for electrical appliances, turning off taps, recycling batteries or similar.
- d) Should conduct at least one energy-saving and recycling awareness campaign during their term of office.
- e) Work to promote the objects of the GCR as set out in the Constitution, particularly with regard to the promotion of ecological awareness and the maintenance of the College environment for the benefit of Members.

- f) Sit on the following committees: GCR Committee, Facilities Committee.

#### ***11.3.5.2 Livers Out Representative***

- a) Be a port of call for all livers out.
- b) Help livers out find the right person to contact for any queries or problems the GCR can help with.
- c) Make the GCR Committee aware of problems that livers out may face such as long distances to attend GCR events, isolation, or problems with accommodation and living conditions.
- d) Responsible for compiling a livers out mailing list, which they should use to keep GCR members living in private accommodation informed about important GCR events.
- e) Liaise with the Social Secretary regarding activities and events that will involve livers out and arrange transportation to and from events where necessary.
- f) Assist the Steering Committee, Social Secretary, Welfare Officer and other GCR officers as may be necessary in getting non-resident, GCR members involved with GCR meetings, activities and elections.
- g) Work to promote the objects of the GCR as set out in the Constitution.
- h) Sit on the following committees: GCR Committee, Executive Committee, Facilities Committee, Social Committee, Social Committee, Welfare Committee.

#### ***11.3.5.3 Dryburn Representatives***

- a) Should be available as a first port of call for residents' questions and concerns about living conditions, housing, repairs and other matters that need to be mediated with the College Officers.
- b) Act as a contact for all questions and concerns about GCR events and services.
- c) Assist the Social Secretary, Welfare and other GCR officers as may be necessary in distributing posters and flyers for GCR events and campaigns, in selling tickets for GCR events and in getting resident GCR members involved with GCR meetings, activities and elections.
- d) Responsible for maintenance requests for GCR-run vending machines in Keenan House.
- e) Monitor general GCR notice boards.
- f) Work to promote the objects of the GCR as set out in the Constitution.
- g) Sit on the following committees: GCR Committee, Facilities Committee, Welfare Committee.

#### ***11.3.5.4 Sheraton Park Representatives***

- a) Should be available as a first port of call for residents' questions and concerns about living conditions, housing, repairs and other matters that need to be mediated with the College Officers.
- b) Act as a contact for all questions and concerns about GCR events and services.
- c) Assist the Social Secretary, Welfare and other GCR officers as may be necessary in distributing posters and flyers for GCR events and campaigns and in getting resident GCR members involved with GCR meetings, activities and elections.
- d) Assist the Vice-President with the maintenance and stocking of any GCR-run vending and games machines in Sheraton House.
- e) Monitor general GCR notice boards.
- f) Work to promote the objects of the GCR as set out in the Constitution.
- g) Sit on the following committees: GCR Committee, Facilities Committee, Welfare Committee.

#### ***11.3.5.5 Gym Representative***

- a) Coordinate gym related activities
- b) Organise and carry out gym inductions, gym membership and recruit volunteers to assist with inductions.
- c) Raise gym-related matters, such as buying/fixing gym equipment or any other issues that are related to the gym
- d) Work to promote the objects of the GCR as set out in the Constitution.
- e) Sit on the following committees: GCR Committee, Clubs and Societies Committee, Facilities Committee

### **11.3.6 Members of Communications Committee**

#### ***11.3.6.1 Webmaster***

- a) Responsible for updating the website and GCR email lists. The website should be updated on a weekly basis.

- c) Assists the Press Secretary with any online/electronic advertising and is responsible for ensuring the prompt presentation of such information on the website.
- d) Redesigns or rewrites the website only in agreement with the Executive Committee.
- e) Assists the Chairperson with administering the online voting system where necessary.
- f) Maintains the online booking system for GCR social events, and assists members of the Social Committee in the operation of this.
- g) Ensures the website is fully up-to-date in the period before induction week, in order to provide new and prospective Members with information.
- h) Works to promote the objects of the GCR as set out in the Constitution, particularly by providing up to date information to Members on the website.
- i) Sits on the following Committees: GCR Committee, Communications Committee.

#### ***11.3.6.2 Press Secretary***

- a) Responsible for emailing the GCR via uv-info in a newsletter weekly. The newsletter is to be sent out on a weekday chosen by the Communications Committee. All items included need to be submitted by a fixed deadline.
- a) Responsible for sending the Newsletter to the Webmaster for publication on the GCR website at least once a week in addition to emailing it to uv-info.
- b) Works to promote the objects of the GCR as set out in the Constitution, particularly by communicating effectively with Members.
- c) Sits on the following committees: GCR Committee, Communications Committee, Social Committee.

#### ***11.3.6.3 Tech Officer***

- a) Has responsibility for maintaining and operating the GCR's audio-visual and other, related technical equipment, including, but not limited to, lighting or disco equipment.
- b) Where necessary helps to train members in the use of the GCR's technical equipment.
- c) Maintains an inventory of the GCR's audio-visual equipment and liaises with the GCR's designated PAT officer to ensure PAT-testing is up to date.
- d) Co-ordinates the setting-up and taking down of equipment for open mic nights, concerts, or party nights, with the assistance of members of Social Committee.
- e) Brings to the attention of the Executive Committee and Finance Committee any purchases that may need to be made.
- f) Sits on the following committees: GCR Committee, Communications Committee, Social Committee.

#### ***11.3.6.4 GCP Liaison Officer***

- a) Represents the GCR in communications with the Global Citizenship Programme.
- b) Liaises with the GCP Communications Team Leader(s) and the GCP Media and Web Coordinator at Ustinov and is responsible for keeping the GCR Committee members up to date with their events and activities.
- c) Is responsible for creating the Weekly Events Poster, updating the notice board in Sheraton House, and distributing copies in Ustinov accommodation blocks.
- d) Is responsible for merging GCP events onto the GCR calendar and updating information accurately as necessary.
- e) Is responsible for advertising GCP and collaborative GCR/GCP events on all digital media belonging to the GCR in an effective and timely manner.
- f) Assists in planning collaborative GCR/GCP events.
- g) Sits on the following committees: GCR Committee, Communications Committee

#### **11.3.7 Other Positions**

##### ***11.3.7.1 Sports Representative***

- a) Coordinate all sports activities.
- b) Raise sports-related matters, such as gym equipment or concerns of individual GCR members or GCR-affiliated sports clubs and societies with the GCR committee.
- c) Attend Team Durham meetings if the Clubs & Societies Officer is unable to, in order to represent the views and interests of Ustinov GCR and its sports clubs and societies.
- d) Liaise with the Bar Steward, Social Secretary and Video Master regarding the timetable for showing world sporting events.
- e) Work to promote the objects of the GCR as set out in the Constitution.
- f) Sit on the following committees: GCR Committee, Clubs and Societies Committee.

##### ***11.3.7.2 Assistant Treasurer***

- a) Assists the Treasurer with the running of the GCR's finances.
- b) Assists the Treasurer in removing moneys from pool tables, foosball table, and vending machines
- c) Assists the Treasurer in the banking of moneys.
- d) Works to promote the objects of the GCR as set out in the Constitution.

- e) Sit on the following committees: Finance Committee, GCR Committee.

#### **11.4 Handover Procedure**

All Executive officers must provide their successors with a handover document detailing recent developments affecting their post, any current commitments and duties not outlined in the Standing Orders, approaching deadlines, useful contacts and a report on their experiences in the position. Further to this, they must be available for questions in person or via email during the handover period and in the month following the handover. All other Committee members are asked to be available to their successor for questions and pass on any useful information.

## **11.5 Schedule 2 – Clubs and Societies Default Constitution**

### **Article I: Definitions**

- a) This Society shall be known as Ustinov College [Name].
- b) The ‘GCR’ shall mean Ustinov College Graduate Common Room.
- c) The ‘College’ shall mean Ustinov College.
- d) The ‘University’ shall mean The University of Durham.

### **Article II: Aims**

The aims of the Society are to promote the interests of members of [Name] in the field of [Area of Society].

### **Article III: Membership**

- a) Membership shall be open to all members of the GCR. Non-GCR members can join a club or society if no other GCR member is disadvantaged or prevented from participating in the societies.
- b) A member can leave the Society at any time.
- c) Every Ustinovian member of a Ustinov Club and Society has to pay the annual GCR Levy.
- d) An annual subscription or session by session fee has to be charged that reflects the annual running costs of the society.
- e) All members of Societies are an integral part in organising GCR events and in particular helping with the College’s induction week.

### **Article IV: Affiliation**

- a) The Society will be affiliated to the GCR.
- b) The Society will abide by all the policies of the GCR.
- c) The Society will abide by the GCR clubs and societies regulations or else forfeit affiliation.

### **Article V: Officers**

- a) There shall be the following Officers of the Society:
  - i. President
  - ii. Treasurer
  - iii. Secretary
- b) Their duties shall be laid down in Article VI.
- c) They shall be elected from the members of the society in accordance with the election regulations in Article VII.

### **Article VI: Officers’ Duties**

- a) President:

- To carry out the day-to-day business of [Name].
  - To be a joint signatory on the [Name] account.
  - To administer the election regulations in Article VII.
- b) Treasurer:
- To administer the finances of [Name].
  - To be a joint signatory on the [Name] account.
  - To be responsible to the GCR Clubs and Societies Representative and GCR Treasurer for the finances of [Name].
- c) Secretary:
- To take minutes at meetings of [Name].
  - To keep a record of all members of [Name].
  - To ensure the Constitution is upheld.
  - To seek advice from GCR Steering Committee where necessary.
  - Where a dispute arises to refer the dispute to the GCR Steering Committee.

### **Article VII: Regulations**

- a) An Annual General Meeting [AGM] shall be held, and shall present annual accounts to its members at that meeting. This must be publicised to all members at least one week in advance.
- b) A General Meeting can be called by a petition of no less than 10% of the Society's members.
- c) Other meetings may be called by the President to discuss matters that require discussion before the next AGM. This shall be publicised to all members at least one week in advance.
- d) Officers shall be elected by a show of hands at the Annual General Meeting.
- e) If no candidate reaches simple majority then subsequent rounds shall be held, with the candidate receiving the lowest number of votes in each round being eliminated.
- f) Any Society officer is removable by a simple majority of the society's members in a General Meeting.
- g) The GCR Clubs & Societies Officer shall be admitted to any & all meetings of the Society at the request of any member of the Society or GCR committee, and notification of such shall be provided in advance by writing or by ITS email.

### **Article VIII: Finances**

- a) The finances of the Society shall be maintained by the [Name] Treasurer.
- b) Any accounts of the Society are to be dual signatory. The President and Treasurer shall be signatories of the Account.
- c) Any officer entitled to sign cheques and other instruments of payment must be a member of the University.
- d) All requests for funding to the GCR will follow the procedure as outlined by the GCR. The Society will not use any Grant for any purpose other than that for which it was made and any assets purchased with the Grant remain property of the GCR.

### **Article IX: Alteration of the Constitution**

- a) This Constitution may be altered at a meeting of [Name].
- b) Quorum for this meeting shall be one half of all members.
- c) The motion to alter the Constitution shall be notified in advance to the GCR Steering Committee who shall bring it to the attention of the GCR Executive Committee, GCR Finance Committee and GCR as a whole if necessary.
- d) The motion shall require a 2/3 majority to pass.

### **Article X: Limitation**

Nothing in this Constitution shall be interpreted in any way to overrule the Constitution or Standing Orders of the GCR or the GCR clubs and societies regulations.

## 11.6 Schedule 3 Clubs and Societies Regulations

# Clubs and Societies Regulations

### 11.6.1 Definitions

- a) The **GCR** shall mean Ustinov College Graduate Common Room.
- b) The term **Society** shall mean both clubs and societies.
- c) The **University** shall mean The University of Durham.

### 11.6.2 General

1. Compliance by a Society with all of these regulations shall be a condition of affiliation of that Society to the GCR. The GCR reserves the right to terminate the affiliation of any Society that breaks any condition of affiliation. These regulations shall form conditions of all contracts between the GCR and any Society.

### 11.6.3 Constitution of Societies

2. The Constitution of any Society shall contain the following provisions:
  - a. The Society shall abide by all the policies of the GCR.
  - b. That all members of the GCR shall be entitled to join the Society. This clause is notwithstanding any provisions in the Constitution or preconditions as required by law.
  - c. A provision that non-GCR members may join the Society if no other GCR member is disadvantaged or prevented from participating in the Society.
  - d. A provision that the Society shall appoint from its GCR members in a democratic manner a President, Treasurer and Secretary.
  - e. A provision that the Society shall keep proper accounts and submit them to the Clubs and Societies Officer in a form prescribed by the GCR whenever required.
  - f. A provision that the Society shall not use any Grant for any purpose other than that for which it was made and that any assets purchased remain property of the GCR.
  - g. A provision that the Society shall hold an Annual General Meeting of its members, and shall present annual accounts to its members at that meeting.
  - h. A provision that any society officer should be removable by a simple majority of the society's members in a General Meeting.
  - i. A provision that a petition of no less than 10% of the society's members should be able to require that a general meeting be called.

- j. A provision that the President, Treasurer, Secretary and any officer entitled to sign cheques and other instruments of payment should be members of the GCR.
  - k. A provision that the Clubs & Societies Officer shall be admitted to any & all meetings of the Society at the request of any member of the society or GCR committee, and that notification of such shall be provided in advance by writing or by email to a Durham University email address.
  - l. A provision that all members of the Society will agree to help assist with GCR events and College's induction week as needed.
  - m. A provision that a member shall be able to leave a Society at any time
3. A Society's constitution may provide for the appointment of other Officers with such powers and responsibilities as may be prescribed in addition to President, Treasurer and Secretary.
  4. The Clubs & Societies Officer shall not allow a Society to affiliate or renew its affiliation if they believe that the proposed constitution of the Society is not competently drafted. Societies can appeal this decision by writing to the GCR President setting out the reasons why they are appealing the decision of the Clubs & Societies Officer.
  5. On the adoption or amendment of these regulations, the Clubs & Societies Officer shall allow reasonable time for societies already affiliated to the GCR to amend their constitutions before taking any action to enforce this regulation against them.

#### **11.6.4 Financial Management of Societies**

6. The Treasurer of each Society shall keep up to date and accurate accounts of all transactions on its bank accounts and of any cash transactions.
7. A Society affiliated to the GCR or which wishes to affiliate to the GCR shall bank with a bank nominated by the GCR. The GCR shall assist Societies in the opening of accounts with the bank or one of these banks.
8. A Society affiliated to the GCR or which wishes to affiliate to the GCR shall agree to promptly repay any debts owed by the Society to the GCR.
9. A Society wishing to affiliate to the GCR must agree to seek the GCR's permission before allowing its bank account or bank accounts to become overdrawn.
10. A Society affiliated to the GCR must agree to allow the GCR to close any bank account or bank accounts on which there have been no transactions for one year belonging to a society. Any money in such a closed account shall be held by the GCR on behalf of the society and, if such money is unclaimed after six months, the society

shall agree to allow the GCR to appropriate the money to expend on any of the activities of the GCR.

11. Each Society shall account to the GCR for the expenditure or use of any Grant made to it.
12. The Society shall submit accounts to the GCR as required by these regulations. Societies shall be bound by any and all financial decisions laid down upon them by GCR, subject to the usual routes of appeal.
13. In the event that a Club or Society ceases to exist the assets of the Club or Society are to be returned to the Clubs and Societies Officer and may be kept or sold at the discretion of the Finance Committee.

#### **11.6.5 Claiming Grants**

14. At the beginning of each year the Clubs & Societies Officer will publish details of the funding procedure for the forthcoming year. Societies will be notified of deadlines for receiving funding applications at least two weeks in advance.
15. Societies will agree to fulfil any requirements imposed by the GCR as a condition of funding.
16. Requests will be initially assessed by the Finance Committee. The recommendations made by the Finance Committee will then be voted upon at the next GCR General Meeting.
17. Any applications received after a deadline will be considered at the discretion of the Finance Committee.
18. The Finance Committee may at its discretion recommend that funding requests are refused or that deductions are made in cases where the Club or Society has debts which are owed externally or to the GCR.
19. Deductions may be recommended by the Finance Committee in light of damages inflicted by members of the Society for which the GCR are liable.

#### **11.6.6 Renewal of Affiliation**

20. Each Society shall be required to renew its affiliation to the GCR annually. Before such renewal shall take place, each Society shall submit the following documents to the Clubs & Societies Officer:
  - a) Annual accounts in the form prescribed by the Clubs & Societies Officer.

- b) The name of its President, Treasurer, Secretary, and any other officer appointed under its Constitution.
  - c) Any information, declarations, mandates, *etc.* required by the bank nominated for the holding of Societies' accounts.
  - d) A copy of the Society's Constitution.
  - e) A list of all society assets purchased using GCR funding.
21. The Clubs & Societies Officer shall set a date to be the deadline for the receipt of the documents. The Clubs & Societies Officer shall write to all Societies no later than four weeks before the deadline informing them of the deadline and of what documents are to be submitted.
22. If any Society has not submitted the documents required by this section by the deadline, the Clubs & Societies Officer may, in their absolute discretion, terminate the affiliation of any such Society. They may decide to grant a Society more time to submit the documents, in which case it shall retain the right to terminate the Society's affiliation at any time before the documents are submitted. It may terminate the affiliation of one or more Societies even though it has not terminated the affiliations of other Societies provided that their reasons for doing so are fair.
23. If a Society becomes affiliated in the academic term scheduled for re-ratification, then the Clubs & Societies Officer may waive the requirements of this section for the year in which the Society is first affiliated.

#### **11.6.7 Affiliation of new Societies**

24. A society which is not currently affiliated to the GCR may become so affiliated if it fulfils all the following conditions:
- a) The society has at least 5 members.
  - b) The society has a written constitution that complies with these regulations.
  - c) At least 3 of the society's members are members of the GCR.
  - d) It is willing to close any bank accounts with a bank other than the one nominated by the GCR in accordance with these regulations.
  - e) The Society has held a General Meeting which has agreed in accordance with the Society's constitution to seek affiliation to the GCR, or else the Society's members all joined the society on the understanding that it was to seek affiliation to the GCR.
  - f) It submits the following documents:
    - i) A constitution

- ii) A ratification form, containing the names and details of its President, Secretary, and Treasurer.
25. The GCR may not ratify any society whose aims and objectives are not in line with the aims and objectives of the GCR.
  26. The GCR may not ratify any society which aims to break or circumvent the law.
  27. The GCR may not ratify any society which does not comply with the University's Equal Opportunities and Data Protection Policies.
  28. The Clubs & Societies Officer may decide not to grant affiliation to a new society. If they decide not to grant affiliation then they shall report their reasons to the next meeting of GCR general meeting. A vote will then be held at the next GCR General Meeting to approve ratification.

#### **11.6.8 Notices from the GCR and from Societies**

29. A Society shall inform the GCR by writing to the Clubs & Societies Officer at once if:
  - a) Fewer than 3 of its members are members of the GCR; or
  - b) It is in financial difficulties; or
  - c) Its number of members falls below 5.
30. The Clubs & Societies Officer shall write to Societies if:
  - a) The GCR proposes to alter these regulations; or
  - b) Whenever required by other parts of these regulations; or
  - c) There is a breach of the GCR regulations.

#### **11.6.9 Society Publicity**

31. A Society shall ensure that the GCR Logo is placed prominently upon any and all publicity that they distribute. The University logo must not be used by a Society of the GCR on any publicity materials unless it has the prior written permissions of the GCR, University Registrar and University Secretary to do so.
32. The Clubs & Societies Officer may ask for a sample of publicity to verify compliance with this regulation,
33. Publicity may only be displayed in Sheraton House/Neville's House after being approved by a designated member of staff or the GCR.
34. The Code of Practice on the "Display of Promotional Material within the University", and local environmental protection and littering laws must be adhered to at all times. The GCR reserves the right to recover any costs incurred from an infringement of these rules by a Society.

35. Any electronic mailing lists managed by a Society shall comply with the University's Data Protection Policy.

#### **11.6.10 GCR and Society Events**

36. The GCR committee may classify GCR events at the beginning of each term that are offered to Societies to organise and generate revenue.
37. Societies can organise their own events independent of GCR events suggested by the GCR committee, but they shall not conflict with GCR events.
38. Societies' requests to organise a GCR event and keep revenues from money at the door or other payments need to be approved by the GCR Committee.
39. Societies are entitled to all revenues of events they organise independent from GCR events suggested by the GCR committee.

#### **11.6.11 Society Sponsorship**

40. All Society sponsorship must be approved by the Clubs & Societies Officer before agreements can be made.
41. All society sponsorship must conform to GCR policy.
42. Sponsorship by residential landlords or letting agents must be first approved by the Clubs & Societies Officer.
43. Sponsorship from bars and clubs is prohibited unless they are part of the national Best Bar None scheme.
44. The GCR reserves the right to veto any sponsorship. Written reasons for such a refusal will be provided to any society.

#### **11.6.12 Membership**

45. Membership of a Club or Society may be revoked in exceptional circumstances at the discretion of the GCR Executive Committee in cases where the behaviour of a member inflicts serious reputational damage to the GCR.
46. If Clause 45 is enacted, the member must be provided the opportunity to defend themselves at a meeting of the Executive Committee.

## 12 Appendices

### Appendix 1 - Document History

The original draft of this document was written by David Morgan, June 2003.

Amendments have been made by:

- Paul Townsend, Dan Kolb, Zu'bi Al-Zu'bi. December 2005.
- Jennifer Wisktead, Laurence Newman, Cornelius Mueller, Guy Siviour, Reza Molavi. August-September 2007.
- Guy Siviour, Simon Robinson, Lara Wood and Ann-Marie Einhaus. July-October 2009.
- Ann-Marie Einhaus, Lara Wood, Mohammed Zayed and Thom Addinall-Biddulph. May-June 2010.
- Matt Hann, Matthew Griffiths *et al.* January 2011.
- Michael Peake and Matt Hann. April 2012.
- Matt Hann. February 2013
- Matt Hann and Nick Cresswell June 2013
- Nick Cresswell, Mohammad Samawat Ullah, Miriah Reynolds, Andrew Duckworth, Andrew Crossland and Mario Berti May 2014
- Nick Cresswell and Stefan Kemp July 2014
- Andrew Messenger, Marc Owen Jones January 2015
- Jamie Graham. September 2016
- Jamie Graham. May 2017
- Thom Addinall-Biddulph January 2018
- Alastair Stewart November 2018
- Alastair Stewart July 2019
- Connor Armstrong September 2020

## **Appendix 2 - Honorary Life Members**

The following is a list of Honorary Life Members. An asterisk after the name (\*) means that Life Membership has been revoked.

Bill Bryson

Mike Abson

Penny Wilson

Matt Hann

Nick Cresswell

Mark Owen Jones

Jesper Pedersen

Thom Addinall-Biddulph

Yan Birch

Tim James

Jamie Graham

Joseph Farrow

Miriah Reynolds

Alastair Stewart

Alexander Blair

[After completion of their courses]

Vera Bieber

## Appendix 3 – Opt Out Procedure

### GCR Opt-out Procedure

1. Under the Education Act 1994, all students have the right to opt out of membership of the GCR, without it affecting their rights to use the GCR and its facilities:

*22(2)(c): ‘A student should have the right not to be a member of the union, or in the case of a representative body which is not an association, to signify that the does not wish to be represented by it, and students who exercise that rights should not be unfairly disadvantaged, with regard to the provision of services or otherwise, by reason of their having done so.’*

2. Students’ attention is drawn to the process by which they may opt out of the GCR in the Ustinov College Members’ Handbook:

*‘You can opt out of membership of the GCR. If you decide you don’t wish to be a member, you cannot stand in GCR elections or attend GCR meetings. If you wish to opt out, you should do so in writing within 14 days of the start of the academic year by writing to [ustinov.college@durham.ac.uk](mailto:ustinov.college@durham.ac.uk) and stating that you do not wish to be a member of the GCR. If you decide to opt out of membership this year, you can decide to rejoin next year. If your course starts in January or April, then you should contact us within two weeks of the start of term.’*

3. If a student opts out, they shall not be a member of the GCR; if they do not opt out, they shall be a member of the GCR:

GCR Constitution: 12.1 ‘each and every Student who has not opted out by notifying the GCR or Ustinov College of his or her wish not to be a Member of the GCR’

4. The consequences for a student who opts out are –
  - a) *democracy*: no right to participate in the GCR’s democratic procedures, which means:
    - no right of attendance at any GCR meeting;
    - no right to vote in any GCR election or referendum;
    - no right to stand for any GCR elected position; and
    - no right to propose, second or nominate any candidate standing for election to GCR offices.
  - b) *clubs and societies*: the opted out student has no right to join any GCR club or society.

- c) *welfare*: there shall be no distinction between opted out students and members of the GCR on matters of a welfare nature.
- d) *social events*: GCR members will be offered discounted tickets to events. However, events will be open to all.

If a student feels that they have been unfairly discriminated against as a result of opting out of membership of the GCR, then s/he may make a complaint under the GCR's Complaints Procedure.

- 5. A list of those students who have opted out shall be held by the GCR.
- 6. Students who have opted out may opt in and become members of the GCR at the start of the subsequent academic year.

#### **Appendix 4- Student Lead Events**

- 1) The GCR Executive Committee may, under due consideration, provide assistance to students hoping to hold events that are in keeping with the interests of the constitution and the student body as a whole. Such events,
  - a) should not be exclusive or niche,
  - b) should have the interests of the Ustinov community at heart, and not those outside Ustinov,
  - c) should not bring the name of the GCR or Ustinov College into disrepute,
  - d) should not be a risk to any person's health and safety or belongings.
- 2) Those requesting the event will be solely responsible for advertising and circulating information about the event; such information should be circulated through official channels to the Ustinov student body.
- 3) Where possible and under the discretion of the GCR Executive Committee, the GCR will assist in providing audio-visual equipment and other such items for events, providing it does not place an unreasonable burden on the GCR Committee's time.
- 4) It will be left to the discretion of the GCR Committee to determine whether the event is in the interests of the constitution or student body and to what level the GCR Committee will be involved with providing assistance.
- 5) While the GCR will do its best to provide funding for student-led events, financial considerations may mean that funding cannot be provided. This will be left to the discretion of the GCR Executive Committee.
- 6) Disagreement with the GCR's decision can be appealed in the usual way via a motion passed at the next GCR General Meeting.
- 7) Organisers must bear in mind any event must also be done in consultation with Ustinov College staff. While the GCR Committee functions as the main mediator between the College and the GCR, College may have input on the nature and outcomes of specific events.
- 8) All of the GCR events are inserted into the calendar before the academic year in order to facilitate planning. A completed event request form must be submitted at least one month before the event is proposed to take place.
- 9) The organizers must request exactly what they need prior to completing the form.
- 10) The GCR reserve the right to cancel events in which organizers introduce elements that may jeopardise health and safety that were not agreed in the original event form.
- 11) The organizers must specify whether or not they want the bar open until 2am.