



Derwent Junior Common Room - Terms of Reference

Last updated: Nov 11, 2023

Due to be passed by College Council WK 9, Semester 1, 2023

1. General

- 1.1. This document sets out the Terms of Reference for the Derwent Junior Common Room (hereafter called 'the JCR') of Derwent College, a College of the University of York. It shall be the governing document and guide in all of the activities of the JCR.
- 1.2. This document can be changed by a college referendum in accordance to **section 6**.
- 1.3. The appendices can be changed by a majority vote of a Junior Common Room Committee (hereafter called 'the JCRC') meeting.
- 1.4. This document shall be reviewed every three years by the JCRC committee. Any proposed changes shall be made subject to the provisions of sections 1.2 and 1.3 before coming into effect.
- 1.5. The College Council shall be responsible for resolving any disputes about the meaning and interpretation of this document.

2. Guiding and governing principles

- 2.1. The purpose of the student organisation(s) shall be to support the College's mission by:
 - 2.1.1. Representing, promoting and defending the interests and wellbeing of all their student members during the course of their studies;

- 2.1.2. Developing and promoting the sense of community and unique identity of the college;
- 2.1.3. Promoting a culture of respect within the college, and towards the local community, and combating all forms of discrimination;
- 2.1.4. Providing social, cultural, sporting and recreational activities, as well as forums for discussions and debate, for the personal development of their members;
- 2.1.5. Promoting and supporting opportunities for college student members to develop their employability skills and experiences through voluntary, charitable and enterprise activities;
- 2.1.6. Being the recognised representative channel between their members and the College Council and management, the Students' Union, the University and any external bodies;
- 2.1.7. To work with the College Council on developing and implementing the College strategy and work with the Students' Union on implementing their charitable strategy.

3. Membership of the JCR

- 3.1. The following are ordinary members of the JCR and are entitled to participate fully in all JCR meetings and elections to use all JCR facilities:
 - 3.1.1. All undergraduate members of Derwent College currently studying at the University;
 - 3.1.2. Any undergraduate member of Derwent College granted leave of absence from the university for a maximum of one year provided that they do not contravene the conditions of their leave of absence as decided by the university;
 - 3.1.3. Any Students' Union elected sabbatical officer who was a Derwent College undergraduate student when elected
- 3.2. The following are associate members of the JCR, entitled to use the JCR facilities, take part in its social, recreational and cultural activities but are not permitted to take part in the governance and policy making of the JCR:
 - 3.2.1. All graduate members of Derwent College
 - 3.2.2. All staff from the University or Students' Unions who chose to join Derwent College;

- 3.2.3. All honorary members appointed by the JCRC.
- 3.3. Members have the right to opt-out of the JCR by writing to an executive officer with their decision. They will no longer be a member of the JCR.
- 3.4. Members who have left, but who qualify for membership, may re-join by making a request in writing to an executive officer. They will become a member of the JCR again from the start of the next term.

4. The Committee of the JCR

- 4.1. The Derwent JCRC is a group of elected undergraduate students who are responsible for the organisation of activities, events and campaigns on behalf of the Derwent JCR;
- 4.2. JCRC officers hold office for a period of one year, from January 1st to until December 31st.
- 4.3. The Executive Officers of the JCRC are:
 - 4.3.1. The Chair;
 - 4.3.2. The Treasurer;
 - 4.3.3. The Vice Chair(s)
 - 4.3.4. The Head(s) of Events
 - 4.3.5. The Head(s) of Wellbeing
 - 4.3.6. The Head(s) of Sport
- 4.4. These officers constitute the executive committee of the JCRC and shall be responsible for the day to day administration and management of the activities of the JCR.
- 4.5. The executive officers shall sit on the College Council with full voting rights as representatives of the JCRC.
- 4.6. If the number of seats on the College Council reserved for representatives of the JCRC shall be fewer than the number of executive officers, the representatives of the JCRC shall be appointed by the Chair from amongst the executive officers.
- 4.7. If the number of seats on the College Council reserved for representatives of the JCRC shall exceed the number of executive officers, further representatives shall be appointed by the CSA committee.
- 4.8. Individual officers are responsible for those areas outlined in **Appendix A**.
- 4.9. No member shall hold more than one post on the JCRC.

- 4.10. The JCRC will meet at least 5 times a term.
- 4.11. Should any JCRC Member cease to be an Ordinary Member of the College, that Committee Member shall be immediately removed from office.
- 4.12. A motion may only be passed in a meeting of the JCRC if at least 50% of its membership cast a vote and a majority of the votes cast are in favour of the motion.
- 4.13. In the event of a tied vote, the Chair shall have the casting vote.
- 4.14. Any Ordinary Member of the JCR may attend a meeting of the JCRC with speaking rights but only JCRC Members shall have voting rights.
- 4.15. The JCRC shall act upon all policies passed by an Open Meeting in accordance with Section 6 or by Referendum in accordance with Section 7.
- 4.16. The Treasurer shall present the annual financial report of the JCRC at an Open Meeting and to the College Council.

5. Accountability

- 5.1. All officers of the JCRC are expected to fulfil their roles to the best of their ability. They should adhere to the duties laid out in **Appendix A** and any mandates associated with their office that are passed democratically by the members of the JCR.
- 5.2. As part of the JCRC, each officer also shares collective responsibility for the political operation of the JCR and is expected to aid other JCRC officers as required.
- 5.3. Any ordinary member of the JCR may hold an officer to account by petitioning the JCRC to hold a Vote of No Confidence in the Committee Member by following the procedure outlined in section 5.4.
- 5.4. The process of a Vote of No Confidence shall be as follows:
 - 5.4.1. a petition signed by five JCRC Members or fifteen Ordinary Members of the JCR shall be submitted to the Chair of the JCRC (if the Chair of the JCRC is the subject of the Vote of No Confidence, the petition shall be submitted to another Executive Officer of the JCRC who has not signed the petition);
 - 5.4.2. the JCRC shall be informed of the petition and it shall be added to the agenda of the next JCRC meeting;
 - 5.4.3. the Committee Member in question shall be suspended until the

meeting of the JCRC takes place, and may not fulfil any of the duties of their role;

- 5.4.4. at the JCRC meeting, a discussion and a vote shall take place on whether to remove the Committee Member in question from their role and from the Committee (if the Chair of the JCRC is the subject of the Vote of No Confidence, the meeting shall be chaired by another Executive Officer of the JCRC who has not signed the petition);
- 5.4.5. if any Committee Member (including the subject of the Vote of No Confidence) wishes to appeal against the result of this vote, the JCRC shall call an Open Meeting (see section 6) where a further discussion and vote shall take place;
- 5.4.6. In the event of an Open Meeting being inquorate, the appeal will be heard by the College Manager.

5.5. In the event of a JCRC member failing to attend three JCRC meetings without recorded apologies in the minutes during a single term, that member may be suspended and made subject to the provisions of section 5.4.

5.6. JCRC members may resign at any time by submitting their resignation to the Chair who shall present it on their behalf to the JCRC. If the Chair resigns, their resignation shall be submitted to the Vice Chair/s of the JCRC to present on their behalf to the committee.

5.7. If a member of the JCR is dissatisfied with their dealings with the JCR or the JCRC, or claims to have been disadvantaged by having opted-out of membership, they may make a formal written complaint to the College Manager, who shall investigate the matter and, if necessary, appoint an independent person to investigate and report.

6. Open Meetings

- 6.1. The purpose of an open meeting shall be to discuss issues of relevance to the JCR and pass JCR policies.
- 6.2. Whilst in session, an open meeting shall be the sovereign decision-making body of the JCR.
- 6.3. An Open Meeting shall be called at least once each year.

6.4. The method for calling an open meeting shall be:

- 6.4.1. A petition signed by 4% of the ordinary membership of the JCR and submitted to the Chair of the JCRC;
- 6.4.2. A majority vote of the JCRC;

- 6.4.3. The Chair of the JCRC calling an open meeting.
- 6.5. The JCRC shall give written notice of a forthcoming open meeting at least one week in advance.
- 6.6. The agenda shall be set by the Chair of the JCRC and shall include any items submitted by an ordinary member of the JCR, as well as an open section to discuss any other business.
- 6.7. The agenda shall be published by the JCRC at least 72 hours in advance of the open meeting.
- 6.8. The Chair of the JCRC shall chair the open meeting. In the absence of the Chair, another executive officer shall chair the meeting. The Chair shall ensure that the meeting is in order, that all statements are relevant to debate and that no defamatory remarks are made. In the case of unruly behaviour, the Chair may exercise the power to half the meeting until the offending individual has been excluded from the meeting.
- 6.9. A motion may only be passed in an open meeting if a majority of the votes cast are in favour of the resolution.
- 6.10. In the event of a tied vote, the Chair shall have the casting vote.
- 6.11. Any decision made by an open meeting may only be amended by a referendum (section 7) or an open meeting held in a subsequent academic term.

7. Referenda

- 7.1. The purpose of a referendum shall be to pass JCR policies and amend this constitution.
- 7.2. The methods for calling a referendum shall be:
 - 7.2.1. A petition signed by 10% of the ordinary JCR membership submitted to the Chair of the JCRC;
 - 7.2.2. A majority vote of the JCR;
 - 7.2.3. The Chair of the JCRC calling a referendum.
- 7.3. The JCRC shall give written notice of a forthcoming referendum at least five working days in advance.
- 7.4. Any motions for a referendum shall be submitted to the Chair of the JCRC and published by the committee at least one week in advance;

- 7.5. Referenda shall be debated, before voting opens, in an open meeting in accordance with section 6. Amendments may be submitted, discussed and voted on in the open meeting.
- 7.6. Voting in the referendum shall be by secret online ballot in which every ordinary member of the JCR shall be allowed one vote.
- 7.7. A motion may only be passed by a referendum if at least 20% of ordinary members cast a vote in the referendum and a majority of the votes cast are in favour of the resolution.
- 7.8. Any decision made by a referendum may only be amended by another referendum held in a subsequent academic term.

8. Elections

- 8.1. Elections to the JCRC shall be coordinated by the appropriate member of staff at the University of York Students' Union. Rules and regulations regarding governance of the JCRC shall sit with the College.
- 8.2. Derwent's returning officer(s) shall be two executive officers, as nominated by the JCRC.
- 8.3. The returning officers shall have equal standing and, in the event of a dispute, the majority shall decide on the action to take.
- 8.4. In the event that a returning officer stands for a position, they shall be ineligible to act as a returning officer and a replacement shall be appointed by the JCRC.
- 8.5. In the event that a returning officer wishes to resign as a returning officer, a replacement shall be appointed by the JCRC.
- 8.6. Annual elections shall be held at the same time as the elections of other colleges during the Autumn Term.
- 8.7. All ordinary members of the JCR shall have the right to vote.
- 8.8. All ordinary members of the JCR shall have the right to stand for election.
- 8.9. No ordinary member of the JCR shall have the right to stand for election to more than one position on the JCRC.
- 8.10. Where candidates have the right to stand for election as a group, this is outlined in the role descriptions in **Appendix A**.
 - 8.10.1. In these instances, the position cannot be filled by multiple candidates

standing individually. If an individual candidate wins the most votes, that candidate is elected solely to this position. Each candidate or group will be represented by a single box on the ballot paper.

- 8.11. Election candidates shall comply with the rules as laid out by the Returning Officers.
- 8.12. The Returning Officers shall have the right to apply sanctions up to and including disqualification from the election to any candidate who breaches the rules.
- 8.13. If at any point during the year a position on the JCRC is vacant, the JCRC may elect ordinary members of the JCR to the position by holding by-elections, following the same procedure as for the main elections, or through co-option following the procedure outlined in section 8.14.
- 8.14. The procedure for co-option shall be as follows:
 - 8.14.1. The JCRC shall advertise the vacant positions to the members of the JCR and any member interested in filling the vacant position shall be invited to a future JCRC meeting or alternative forum.
 - 8.14.2. All candidates shall be given the opportunity to speak about their reasons for wishing to join the JCRC.
 - 8.14.3. The JCRC shall vote on the candidates
 - 8.14.4. The winning candidate shall immediately join the JCRC
 - 8.14.5. The co-option shall be ratified at the next Open Meeting of the JCR.
- 8.15. If the JCRC becomes defunct and the College Manager is unable to resolve the situation, the College Council has the right to dissolve the JCRC and call emergency elections in accordance with Section 8. Any ordinary member of the JCR may appeal against this decision by calling an Open Meeting in accordance with Section 6 or a Referendum in accordance with Section 7. The JCRC may only be deemed to be defunct if the JCRC has not held a quorate meeting in the previous full academic term of the JCRC members are unable to fulfil the responsibilities of their positions.

Appendix A: The members of the JCRC

The Chair (A Maximum of One Individual)

- Ordinarily chairs JCR and JCRC meetings;
- Is ultimately responsible for all JCRC affairs (subject to JCRC meeting sovereignty);
- Calls JCRC meetings and sets up elections;
- Co-ordinates the work of other members of the JCRC;
- Liaises with the Vice Chairperson/s to ensure any member of the JCRC unable to do their job is deputised for;
- Ensures the maintenance of the JCRC office;
- Acts a signatory for JCR financial decisions;
- Represents the JCR on College Committee;
- Must oversee all campaigns run by the JCRC and organise all other campaigns with the executive officers;
- Assists the organisation of Freshers' Week;
- Oversees creation of timetable with the Vice Chairperson/s and ensures inclusion of events which cater for a variety of needs (e.g. alcohol optional, international; daytime events during Freshers' Week);
- Ensures all members of the JCRC are carrying out their constitutional duties; and
- Ensures that proper handovers are given by the outgoing members to all new members of the JCRC to ensure they know the full extent of their role as soon as appropriate for the position.

Vice Chair(s) (A Maximum of Two Individuals)

- Deputises for the Chairperson when the Chairperson is unavailable.
- Acts as returning officer for JCRC elections;
- Ensures all JCRC meetings are accurately transcribed as minutes and that a copy of these minutes is distributed to the JCRC;
- Ensures that a GoogleDrive copy of JCRC meeting minutes are filed;
- Ensures JCRC meeting minutes are open to any JCR members who wishes to view them by ensuring they are available upon request;
- Must write the Derwent JCRC Newsletter when requested by the JCRC, and ensure it is sent out with the College Notices;
- Responsible for the organisation of the Christmas Social Event;
- Acts as a signatory for JCR financial decisions;
- Attends all College Council meetings; and,
- Assists the organisation of Freshers Week.
- Takes over as the acting JCRC Chair in the event of the Chair's resignation; and
- Organises the election or co-option of a replacement JCRC Chair if the Chair has resigned or can no longer carry out their duties.

Head(s) of Events (A Maximum of Two Individuals)

- Liaises with the Chairperson to ensure any member of the JCRC unable to do their job is deputised for;
- Is ultimately responsible for ensuring the maintenance of the JCRC office;
- Assists organisation of Freshers Week;
- Represents the JCR to the Committee; and
- Oversees all campaigns run by the JCRC and organises all other campaigns with the Chairperson.
- Responsible for 'D' events and Committee coordination alongside the Chairperson; and
- Oversees Ents Representatives.

Head(s) of Wellbeing (A Maximum of Two Individuals)

- Lliaises with the Chairperson to ensure any member of the JCRC unable to do their job is deputised for;
- Acts as returning officer for JCRC elections;
- Is ultimately responsible for ensuring the maintenance of the JCRC office;
- Assists organisation of Freshers Week;
- Represents the JCR to the Committee; and
- Oversees all campaigns run by the JCRC and organises all other campaigns with the Chairperson.
- Responsible for coordination and recruitment of Second and Third Year Contacts ("STYCs"); assists with STYC training;
- Assists in the recruitment, training and deployment of Second and Third Year Mentors.
- Oversees Well-being Representatives; and
- Attends Executive and Welfare/YUSU meetings.

Head(s) of Sport (A Maximum of Two Individuals)

- Assists organisation of Freshers Week;
- Oversees Sports reps;
- Promotes college sport to all JCR members;
- Ensures the all teams have captains by the end of the summer term;
- Organises with captains, inter-college sports matches;
- Attends YUSU Sport committee meetings;
- Is ultimately responsible for the management and collection of College Sport Membership funds; and
- Is responsible for College Sport Membership fund's allocation to Derwent Sport teams.

Treasurer (A Maximum of One Individual)

- Organises the 'Own Funds,' and 'Freshers' accounts for the JCR in the Student's Union Finance Office;
- Prepares and publishes an account report for each term to be presented to the final JCRC meeting of that term;
- Provides and publishes an annual account (audited by certified accountants).
- Will show the accounts to any ordinary member on request;
- Responsible for ensuring all JCR resources are adequately insured;
- Responsible for ensuring the correct payments are sent and received regarding any coin operated machines hired by the JCR; and

- Signatory for the JCR financial decisions.

Wellbeing Representatives (*A Maximum of Four Individuals*)

- Assists with the STYC network ensuring provision for their training;
- Co-ordinates the provision of advice, support, information and campaigns regarding well-being issues within the college;
- Ensures that the well-being notice board is updated regularly; and
- Aids the Head of Wellbeing

LGBTQ+ Representatives (*A Maximum of Two Individuals*)

- Ensures that the interests of LGBT+ students are represented with the JCRC;
- Ensures that the interests of the YUSU LGBT+ network are properly represented within the JCRC;
- Ensures that the interests of Derwent College JCRC are properly represented within the YUSU LGBT+ Committee;
- Represents the LGBT+ movement in Derwent, promoting LGBT+ campaigns and liberation to the membership;
- Provides well-being support to any student experiencing difficulties relating to sexuality or gender identity, in collaboration with Derwent LGBT+ Reps; and
- Takes up individual cases of discrimination, bullying or harassment on the basis of actual or perceived sexuality or gender identity, in collaboration with the appropriate committee or University personnel.

Sports Representatives (*A Maximum of Three Individuals*)

- Promotes college sport to all JCR members;
- Ensures the all teams have captains by the end of the summer term;
- Organises with captains, inter-college sports matches;
- Provides details of upcoming fixtures to the College Administration (for inclusion in the weekly newsletter) and promotes fixtures on college social media (to encourage spectators);
- Publishes the results of relevant matches (on college social media and via the college newsletter);
- Deputise for team captains when necessary;
- Organises 'Megasport' socials termly;
- Must organise all college sport campaigns; and
- Are responsible for the arrangement (fixtures, bookings) and running of the termly Derwent Inter-Block football and netball tournaments and the engraving of the trophy if appropriate. Are responsible for publicising the results and fixtures of the Inter-Block Football and netball competitions.

Bar Representative(s) (*A Maximum of Four Individuals*)

- Are responsible for the organisation and running of regular minor social events including bar quizzes, karaoke nights, open mic nights and bar crawls.

- Must liaise with the appropriate committee members to ensure the value of these events; and
- Must liaise with the bar staff and commercial services regarding events and promotions.

Tech Representative (*A Maximum of Two Individuals*)

- Must ensure all visual, audio and other technology is working;
- Must be available to aid with set up of events in Derwent College; and,
- Must attend tech training and ensure that they do not consume alcohol when working at a college club night.

Events (Ents) Representatives (*A Maximum of Four Individuals*)

- Ensures the smooth running of all social events, including 'Club D', and that they run in the name of the JCR;
- Must liaise with the committee regarding the type of events to be run;
- Are responsible for obtaining the necessary licence extensions for events;
- Are responsible for the completion of all booking forms for events, both major and minor; and
- Are responsible for the organisation and booking of acts and DJs for events.

Merchandise Representatives (*A Maximum of Three Individuals*)

- Must organise the designing, purchase and sale of Derwent College merchandise;
- Must liaise with The Sports Representatives about the purchase and sale of sports merchandise;
- Responsible, with the treasurer, for the budgeting and sales of Derwent College merchandise; and,
- Must organise the design, purchase and sale of JCRC merchandise.

Environment and Ethics Representative (*A Maximum of Two Individuals*)

- Attend training and regular meetings with the YUSU environment Part-time Officer (PTO).
- Coordinate and audit Student Switch Off.
- Develop and deliver at least one event during One Planet Week.
- Promote the Big Green Clean.

International Representative(s) (*A Maximum of Two Individuals*)

- Provides well-being support to international students;
- Works to ensure that Derwent provides a welcoming environment to all students regardless of nationality, race, religion and culture and combat discrimination;
- Represents international students in JCRC;
- Responsible for the organization of International Freshers arrival activities;
- Attends YUSU's racial equality committee meetings, ISA meetings and represents the college on all University, YUSU and College committees as required by those bodies; and

- Shall work closely with the College Administration, YUSU's racial equality officers, ISA and with other providers of well-being support to international students.

Raising and Giving Representative(s) (RAG) (*A Maximum of Two Individuals*)

- Must promote the interests of YUSU Volunteering in the college;
- Circulates YUSU Volunteering publicity material;
- Responsible for maintaining the YUSU Volunteering notice board;
- Liaise with Careers to promote volunteering opportunities and activities;
- Responsible for organising any YUSU volunteering events, such as the Give It a Go, in the college;
- Must organise all college YUSU Volunteering campaigns; and

BAME Representative (*A Maximum of Two Individuals*)

- Ensures that the interests of the YUSU BAME network are properly represented within the JCRC;
- Ensures that the interests of Derwent College JCRC are properly represented within the YUSU BAME Committee;
- Represents the BAME movement in Derwent, promoting BAME campaigns and liberation to the membership;
- Provides well-being support to any student experiencing difficulties relating to identity, in collaboration with Derwent BAME Reps; and
- Takes up individual cases of discrimination, bullying or harassment on the basis of actual or perceived race, creed, or ethnicity, in collaboration with the appropriate University or YUSU personnel.

Social Media Representatives (*A Maximum of Three Individuals*)

- Ensures the JCR website is operational, suitable and regularly updated;
- Has the knowledge and skills to perform the role, or commitment to developing these skills;
- Liaises with other committee members to ensure all website material is relevant and up to date; and
- Responsible for the uploading of Derwent College event photographs to the Facebook Page.
- Responsible for the upkeep of the JCRC Calendar.

Disabilities Representative(s) (*A Maximum of Two Individuals*)

- Ensures that the interests of students with disabilities are properly represented with the JCRC;
- Ensures that the interests of the YUSU Disabled Students Network are properly represented within the JCRC;
- Ensures that the interests of Derwent College JCRC are properly represented within the YUSU Disabled Students Network;
- Provides well-being support to any student experiencing difficulties relating to identity, in collaboration with Derwent Disabilities Rep; and

- Takes up individual cases of discrimination, bullying or harassment on the basis of actual or perceived disabilities in collaboration with the appropriate University or YUSU personnel.

Alumni Representative (*A Maximum of One Individual*)

- Responsible for organising the Old Boys and Old Girls annual weekend to help arrange sports and other facilities and ensure current students participate in the activities;
- Liaise with OPPA to provide regular updates on college activity for alumni communications;
- Organise Alumni careers and networking events; and
- Update Derwent Alumni on news and events in Derwent College.

Ordinary Representative(s) (*A Maximum of Two Individuals*)

- Work with the Chairperson and Vice-Chairperson/s to ensure any member of the JCRC unable to do their job is deputised for;
- Assist all committee members in their duties;
- Responsible for the display of JCR members photographs on the JCR noticeboard;
- Responsible for organising and facilitating JCRC socials; and
- Responsible for liaising with the organisers of 'the Old Boys and Old Girls annual weekend' to help arrange sports and other facilities and ensure current students participate in the activities.

Faith Rep

- Advising the JCRC of as many of the holidays, festivals and significant days as possible for the major world religions to keep Derwent College aware
- Being a positive voice for faith in college life, developing opportunities for students of faith in the college to come together, to encourage and learn from one another
- Liaising with the different religious societies and unions both in Derwent and across the University, as well the YUSU Faith Rep, seeing if they have any upcoming events we can promote that would be of interest to Derwent Students of faith
- Applicants from all faiths are welcome.

College Photographer

- The official College photographer for all activities