**Constitution & Standing Orders of the Student Representative Council of the College of St Hild & St Bede**

[Article I. Preface & Preamble 4](#_Toc65748615)

[Section 1.01 Definitions: 4](#_Toc65748616)

[Article II. Status of Standing Orders 4](#_Toc65748617)

[Section 2.01 Framework. 4](#_Toc65748618)

[Section 2.02 Purpose. 4](#_Toc65748619)

[Section 2.03 Review. 4](#_Toc65748620)

[Article III. Amendments to the Standing Orders 5](#_Toc65748621)

[Section 3.01 Proposition. 5](#_Toc65748622)

[Section 3.02 Types of Amendment: 5](#_Toc65748623)

[Section 3.03 Retrospective action. 5](#_Toc65748624)

[Article IV. The Purpose of the SRC 5](#_Toc65748625)

[Section 4.01 The Purpose shall be: 5](#_Toc65748626)

[Section 4.02 Discipline. 6](#_Toc65748627)

[Section 4.03 Freedom of Character. 6](#_Toc65748628)

[Article V. Membership of the SRC 6](#_Toc65748629)

[Section 5.01 Full members of the SRC: 6](#_Toc65748630)

[Section 5.02 Honorary Life Members. 6](#_Toc65748631)

[Section 5.03 Levy. 6](#_Toc65748632)

[Section 5.04 Opt-out. 6](#_Toc65748633)

[Section 5.05 Benefits. 6](#_Toc65748634)

[Article VI. Meetings 7](#_Toc65748635)

[Section 6.01 Attendance 7](#_Toc65748636)

[Section 6.02 Agenda and Order of Business 7](#_Toc65748637)

[Section 6.03 Motions 7](#_Toc65748638)

[Section 6.04 Procedure 8](#_Toc65748639)

[Section 6.05 Procedural Motions 9](#_Toc65748640)

[Section 6.06 The Chair 10](#_Toc65748641)

[Section 6.07 Referenda 10](#_Toc65748642)

[Section 6.08 Elections 11](#_Toc65748643)

[Section 6.09 Hustings 12](#_Toc65748644)

[Section 6.10 Campaigns on behalf of Re-Open Nominations 13](#_Toc65748645)

[Article VII. SRC Clubs and Societies 14](#_Toc65748646)

[Section 7.01 Formation 14](#_Toc65748647)

[Section 7.02 General responsibilities 14](#_Toc65748648)

[Section 7.03 Finances 15](#_Toc65748649)

[Section 7.04 Clubs & Societies Formal 15](#_Toc65748650)

[Article VIII. SRC Finances 15](#_Toc65748651)

[Section 8.01 General 15](#_Toc65748652)

[Section 8.02 Account Structure 15](#_Toc65748653)

[Section 8.03 Expenditure 15](#_Toc65748654)

[Section 8.04 SRC Levy 16](#_Toc65748655)

[Section 8.05 Grants Committee 16](#_Toc65748656)

[Article IX. SRC Officer Responsibility 16](#_Toc65748657)

[Section 9.01 General 16](#_Toc65748658)

[Section 9.02 Resignation of Officers 17](#_Toc65748659)

[Section 9.03 Removal from Office 17](#_Toc65748660)

[Section 9.04 Motion of Censure 17](#_Toc65748661)

[Section 9.05 Vote of No Confidence 17](#_Toc65748662)

[Section 9.06 Appeals Procedure 18](#_Toc65748663)

[Article X. SRC Executive Committee 18](#_Toc65748664)

[Section 10.01 General Duties 18](#_Toc65748665)

[Section 10.02 Exec Meetings 19](#_Toc65748666)

[Section 10.03 SRC Meetings 20](#_Toc65748667)

[Section 10.04 Duties of the Officers of the Exec 20](#_Toc65748668)

[Article XI. Non-Executive Officers of the SRC 28](#_Toc65748669)

[Section 11.01 General 28](#_Toc65748670)

[Section 11.02 Duties of the Non-Executive Officers 28](#_Toc65748672)

[Article XII. Representation of the SRC to other Organisations 29](#_Toc65748673)

[Section 12.01 General 29](#_Toc65748674)

[Section 12.02 Representation to College Committees 30](#_Toc65748675)

[Section 12.03 Representations to Non-College Organisations 30](#_Toc65748676)

[Article XIII. SRC Standing Committees 31](#_Toc65748677)

[Section 13.01 General 31](#_Toc65748678)

[Section 13.02 There Shall be the following SRC Committees: 31](#_Toc65748679)

[Article XIV. Memoranda 40](#_Toc65748680)

[Section 14.01 Reviews 40](#_Toc65748681)

[Section 14.02 Motion to Disaffiliate Hild Bede SRC from Durham Students’ Union 40](#_Toc65748682)

[Section 14.03 Motion to support the DPOCA campaign “17 letters, 4 words: A racism free Durham” 41](#_Toc65748683)

[Article XV. Appendices 44](#_Toc65748684)

[Section 15.01 Amendments 44](#_Toc65748685)

[Section 15.02 Rules for Campaigns 44](#_Toc65748686)

[Section 15.03 Draft Club Constitution 46](#_Toc65748687)

# Preface & Preamble

## Definitions:

### “SRC” refers to the Student Representative Council of the College of St Hild & St Bede.

#### The SRC is a student organisation which operates within the Framework. The SRC voted to accept the Framework in June 2011.

### “College” refers to the College of St Hild & St Bede.

### “DSU” or simply “SU” refers to the Durham Students’ Union.

### “Standing Orders” or “Constitution” shall be used interchangeably to refer to these Operational Standing Orders of the SRC.

### “Framework” shall refer to the Durham Student Organisations Framework which was approved by the University Council on the 5th of July 2011.

### In accordance with the Framework, the “parent body” of the SRC is College. Matters on which agreement cannot be reached between the College and the SRC shall be adjudicated by a panel established by mutual agreement of the SRC President and Head of College for that purpose.

### “Full Member” refers to a full member of the SRC, which is defined as any member of College who has paid the SRC Levy. NB: Honorary Life Members are not Full Members and do not have out-of-meeting voting rights, however they are still members of the SRC.

### “Exec” refers to the SRC Executive Committee, a group of full SRC members who take up specific elected roles detailed in Article X.

### “Ordinary Member” refers to an Ordinary Member of the SRC, which is defined as any member who is not a member of the Exec.

### “Club” shall be used interchangeably with “Society” and shall refer to any sport or society ratified by and affiliated with the SRC.

# Status of Standing Orders

## Framework.

### The SRC shall operate in accordance with the Framework and its Standing Orders. Should there be a conflict between the Framework and the Standing Orders the requirements of the Framework shall take precedence.

### Any part of the Standing Orders of the SRC may be suspended by the agreement of the SRC. Any alternative arrangements established must comply with the Framework.

## Purpose.

### These Standing Orders of the SRC exist to regulate the democratic structures and operational principles of the SRC.

### Any other documents, policies, or decisions of the SRC shall be subject to these Standing Orders.

## Review.

### The SRC shall establish a committee to fully review the Standing Orders in conjunction with the Steering Committee no less frequently than once every three years.

### The current Standing Orders were approved on 10th March 2021 and came into effect on 11th March 2021. With all preceding versions being revoked. The next full review of these Standing Orders must be conducted by 10th March 2024.

# Amendments to the Standing Orders

## Proposition.

### Any proposed changes to these Standing Orders must be considered at a meeting of the SRC.

### Any member of the SRC may propose such changes.

### The Steering Committee shall routinely recommend changes to the Standing Orders to keep them update and in-line with DSU and College regulations.

## Types of Amendment:

### “Major” (as defined by the Steering Committee) changes to the Constitution may only be made by approval through an SRC referendum in accordance with the procedure set out in section 6.07.

#### Procedures that must be defined as major are as follows:

#### Any motion that involves restructuring of the Executive committee or significantly re-defining the responsibilities of any Exec role.

#### Any alteration to the SRC financial structure (including changes to the student levy).

#### Any change that will significantly impact the student experience of SRC members.

### “Minor” (i.e. non-major, as defined by Steering Committee) changes to the Constitution may be made by approval through an SRC motion in accordance with the procedure set out in section 6.03. Motions that alter the nomenclature, but not the function, of Exec roles or committees should be considered minor.

### ”Clarifications of procedure” (as defined by Steering Committee) may be made by approval through a vote of the Exec in accordance with the procedure set out in Section 10.02. Motions that involve only the rephrasing, reformatting, or clarification of the mechanism by which a procedure is undertaken should be considered clarifications of procedure. Retrospective action.

### No amendment to these Standing Orders shall in itself result in the invalidation of an SRC decision which was reached in accordance with the Standing Orders in effect at the time the decision was made.

# The Purpose of the SRC

## The Purpose shall be:

### To contribute to the education of its members;

### To provide opportunities for participation in intellectual, cultural, and social activities;

### To support the welfare of its members;

### To provide, in co-operation with the College, facilities, services, and opportunities for recreation (including the maintenance of a Common Room);

### To act as a channel of communication between its members and the College and other bodies of the University;

### To represent its members in matters relating to the to the government and welfare of the college;

### To provide opportunities for its members to develop leadership, organisational and other skills.

## Discipline.

### No member of the SRC shall support any activities which could bring into disrepute the SRC, the College or the University. Contravention of this may lead to disciplinary actions and/or sanctions being handed down by College Authorities on the advice of the Exec.

## Freedom of Character.

### The SRC is opposed to and will take steps to combat all forms of unfair discrimination on the grounds of age, appearance, caring responsibilities, caste, class, educational background or current educational status, political beliefs, religion, immigration status, race/ethnicity, sexuality, irrelevant criminal convictions, physical or mental ability or trade union activity.

# Membership of the SRC

## Full members of the SRC:

### All students of Durham University who are registered as members of College and have opted in to SRC membership;

### Sabbatical officers of the SRC;

### Any sabbatical officer of a student organisation recognised by the University who was a member of the SRC within the twelve months prior to their appointment as sabbatical officer.

## Honorary Life Members.

### There shall also be Honorary Life Members (HLMs) appointed in accordance with these Standing Orders. HLMs are not permitted to be officers of the SRC.

## Levy.

### All members of the SRC (other than HLMs) shall be required to pay a levy of £55 per year (including VAT). This levy shall be collected in the first term of that member’s first year of study. Persons who have not paid the levy shall be considered to have opted-out of SRC membership.

## Opt-out.

### Any member may opt out of SRC membership at any time by providing a signed statement to that effect to the SRC President.

### A person who has opted out of SRC membership may opt in to SRC membership by providing a signed statement to that effect to the SRC President and paying the SRC levy if they have not previously done so.

## Benefits.

### Only SRC members shall be entitled to vote on decision of or to be an officer of the SRC (or any sport or society affiliated to it). Non-members may, at the discretion of the Exec, be invited to attend events or use services provided by the SRC, but shall normally pay a premium price.

# Meetings

## Attendance

### All members of the SRC have the right to attend and speak at SRC Meetings.

### Any person who is not a member of the SRC may attend and/or speak at an SRC Meeting with the consent of the Meeting or with the advance permission of the Chair.

### A meeting shall be considered quorate if 7% of the SRC’s membership are in attendance. At the discretion of the Chair, if a meeting appears to be quorate then no formal count is required. However, if quorum is questioned then a formal count must be undertaken.

## Agenda and Order of Business

### Notice of SRC Meetings shall be given to its members in the format of a well-publicised agenda, compiled no fewer than 24 hours before the meeting.

### All matters to be included on the agenda for the Meeting must be sent to the Chair by a well-publicised deadline. This may be waived at the Chair’s discretion (not-withstanding the 24-hour deadline for circulation of the agenda).

### The agenda must include Exec Officers’ reports, any motions or points of discussion proposed, and any elections, hustings or ratifications required.

### The agenda may include further items at the Chair’s discretion.

## Motions

### All motions, including procedural motions, must be supported (i.e. proposed and seconded) by two full members of the SRC.

### Motions may be submitted to the Chair at any point in time between the end of one meeting and the submission deadline for the next full SRC meeting.

### The proposer of any motion must write the motion in specific terms such that it can be immediately added to the constitution in the event that the motion is passed. If deemed inadequate by the Chair, they may return the motion for re-submission, providing reasons for the motion’s inadequacy.

### The specific terms of any motion submitted to the agenda must be publicised as per the procedure in section 6.02.

### All motions should be voted upon by the Exec before the full SRC meeting at which they are to be presented. This will dictate the majority required for each motion to be passed.

#### In the case of approval by the Exec a simple majority will be required to pass a motion. In the case of disapproval, a two-thirds super-majority will be required.

#### In the event that a motion is disapproved by the Exec and then subsequently achieves a simple majority but not a two-thirds super-majority at the SRC meeting, the motion shall automatically be brought to the next SRC meeting.

#### If, for whatever reason, a motion cannot be voted upon before the scheduled full SRC meeting, approval from the Exec will be assumed.

#### Only a simple majority shall be required to pass any motion altered within an SRC meeting. I.e. the pre-meeting vote of approval/disapproval from the Exec will is rendered defunct once any amendments to the motion are made within a meeting, the procedure for which is detailed in Section 6.04.

### Motions should firstly be brought to the next full SRC meeting.

### If quorum is not met at this meeting, the motion should be brought to the following full SRC meeting, unless the motion is sent to referendum in accordance with the procedure in Section 6.07.

### Any motion submitted after the deadline for motions, defined in Section 6.02, for Meetings shall be treated as an Emergency Motion if failure to discuss such business before the next Meeting would be detrimental to the interests of the SRC. The Chair will decide if the business is of the nature described.

### The following may not be moved as emergency motions:

#### A motion authorising the expenditure of SRC funds.

#### A motion to alter the Standing Orders.

### A motion (once published on the agenda) becomes the property of the SRC and may be amended or altered by the SRC without reference to the proposer and/or the seconder.

#### The only amendment which may be made to a motion without reference to the Meeting is a drafting amendment to correct a printing or grammatical error.

### Any motion listed on the agenda, or any amendment or motions proposed at the meeting, may not be withdrawn without the consent of the meeting.

## Procedure

### Only one matter at a time may be discussed.

### Any member of the SRC may raise a Point of Order, except when a speech is being delivered, which shall take precedence over all other business except challenges to the Chair. Points of Order must be framed as questions to the Chair and must relate specifically to the conduct of the Meeting at that time. A Point of Order may be raised by a member rising to their feet and calling “Order” or “On a Point of Order”.

### Any member of the SRC may raise a Point of Information to offer strictly factual information. The Chair shall rule out of order any Point of Information that refers to matters of opinion.

#### The speaker has the right to accept or refuse Points of Information, or to choose to take Points of Information at the end of the speech.

### The structure of a motion is as follows (including procedural motions)

#### There shall be one speech for the motion from the Proposer.

#### Then, if offered by the floor, one speech against the motion. If no such speech is offered by the floor, formal opposition shall be offered by a member of the Exec to ensure an opportunity for debate is held.

#### Discussion of the motion then follows, and the Chair shall indicate who is to speak next on the motion to ensure the meeting is conducted in an orderly fashion.

##### It is during discussion that amendments may be introduced.

##### A member wishing to introduce an amendment shall simply raise their hand to speak in the debate and introduce their amendment.

##### The purpose of their amendment must be clear and be able to explicitly amend the motion in question (i.e. cannot be a vague expression of emotion to change the motion, but a new text they are trying to persuade the meeting to adopt).

##### Discussion of the amendment then follows, followed by a vote. If passed, the motion under debate becomes the amended version. If not, then the meeting proceeds as before.

#### Once discussion is concluded, the member who offered the initial opposition speech then has the right to a Summation Speech against the motion.

#### Similarly, the Proposer then has the right to a Summation Speech for the motion.

#### With debate being concluded, the meeting moves to vote on the motion

### There are no time limits to speeches, but the chair shall, at their discretion, ask for a speech to be concluded.

### The Chair shall give preference to those who have not spoken on the matter under debate.

### The standard mechanism for voting shall be a show of hands. If the chair deems that the vote is marginal, a formal count shall be made by steering committee. If this is deemed inappropriate, the chair may change the mechanism of voting at their discretion.

## Procedural Motions

### Any member of the SRC may propose a procedural motion, which must be seconded by another member of the SRC.

### Procedural motions may deal only with the manner in which a matter is being debated. Unless otherwise stated, a procedural motion requires a simple majority to pass.

### If more than one procedural motion is brought before the meeting, they shall hold the following order of preference:

#### A challenge to the Chair’s ruling (see Section 6.06).

#### To suspend the Standing Orders for the duration of the motion. This requires a two-thirds majority to be carried.

#### To close the meeting. If carried, all discussion shall cease and any items on the agenda shall lapse. Lapsed items must be resubmitted for inclusion in the agenda of a future meeting, if so desired. This requires a two-thirds majority to be carried.

#### To adjourn the meeting for a specified time. If carried, all discussion shall cease, and the meeting shall be reconvened, at the date and time specified to discuss all items remaining on the agenda. No new business may be introduced except for emergency motions as defined above in Section 6.03. This requires only a simple majority if the specified time is within seven days of the original meeting, but a two-thirds majority if the meeting is adjourned for over seven days.

#### To postpone or adjourn the matter to a later stage of the meeting, or a later specified meeting, or to remove an item from the agenda.

#### To extend discussion.

#### To move to a vote. If carried, the mover of the motion before the meeting shall have the right of summation, as shall the official opposition. If carried during an amendment, a vote takes place on the amendment, but not the substantive motion, and further amendments may be moved.

#### To take the motion in parts.

#### To take a secret ballot.

#### To hold a referendum (if passed, the meeting shall decide on the options to be available in the referendum, which shall be conducted by the process detailed in Section 6.07).

#### To refer the matter back to a named committee.

#### To re-order the agenda.

#### To elect a candidate on a show of hands.

### Other procedural motions shall be admitted at the discretion of the Chair but shall cede preference to those enumerated above.

## The Chair

### The SRC Chair shall chair all meetings except when proposing a motion or absent, when a member of Steering Committee shall chair the Meeting. If no Steering Committee member is present, a member of the Exec shall chair the Meeting, with the President taking precedence, whilst another member of the Exec shall take the minutes. If no Exec member is present or willing to take the chair, the Meeting shall elect an ordinary full member of the SRC who has no direct interest in the matter in hand.

### The Chair shall have the casting vote at SRC Meetings in the event of a tie, when they shall use their vote in order to retain the “Status Quo”, unless this is judged to be detrimental to the SRC’s interests.

### In their capacity as Chair, the Chair shall take precedence over all members of the Meeting, who shall remain silent whilst they are addressing the Meeting.

### The Chair shall stand down during any item of business in which they have a personal interest.

### Practice for a procedural motion of challenge to the Chair shall be as follows:

#### Any member of the SRC may challenge a ruling by the Chair. The challenge must occur while the matter to which the ruling relates is still on the floor.

#### The Chair shall vacate the chair, which shall pass as directed at the start of Section 6.06.

#### The challenger shall speak, and the previous Chair shall answer.

#### The SRC shall then vote on the challenge/ruling, which shall be overturned if a three-quarters majority of the Meeting so decides.

#### If the challenge is defeated the deposed Chair shall resume the chair. If the challenge is upheld the deposed Chair shall remain out of the chair for the duration of the discussion of the matter on the floor.

## Referenda

### In order for a matter to be put to referendum, a procedural motion must firstly be passed. Any member of the SRC has the right to propose such a motion.

### Procedural motions, regarding referendum initiation, may be passed at any Exec or full SRC meeting (the procedures for which are detailed in Section 10.02 and Section 6.05 respectively).

### The referendum shall be advertised sufficiently, ensuring the date of the referendum and the matter being polled is well publicised.

### A copy of the motion, or matter, together with all attendant information shall be posted on the SRC website.

### The referendum shall be conducted according to the rules for voting, detailed in Section [6.08.](#page6)

### For the decision of a referendum to be accepted, 7% of the SRC shall have voted. The decision shall be by a simple majority.

### When a motion or referendum is passed, the chair must update the constitution according to the terms of the referendum. Steering committee will decide on whether the alterations made are in line with the referendum passed. If steering committee decides that this is not the case, they must collectively decide upon how best to implement the constitutional change brought about by a given referendum.

## Elections

### All non-executive posts to be elected by the SRC shall appear in the agenda for the relevant SRC Meeting.

### In the event of no valid nominations being received for an election, the election shall be postponed. The new date of the election shall be decided and advertised by Steering Committee. Steering Committee shall modify the terms of candidacy as they see fit in order to encourage more nominations.

### It is the responsibility of the Chair to publicise precisely what is expected of each member of the Exec prior to the Election start.

### The current holder of the position shall make every effort to meet all

### prospective applicants for the position and shall show no bias in the information provided towards any candidate.

### Exec members shall not show bias for or against any candidate during the election process.

### Candidates shall be invited to hust in accordance to the rules for hustings detailed in Section [6.09.](#page8)

### The option to Re-Open Nominations shall be available at every election.

### Two candidates may stand for a Non-Exec position jointly by advance permission of the Chair, however only single individuals may be elected to positions on the Exec.

### Any person nominated for office must be a full member of the SRC, as must any proposers and seconders.

### All nominations must pass to the College Office before being accepted. If the College Authorities raise issues with any candidate(s), the Chair shall attempt a reconciliation. If this fails, the nomination may, at the discretion of the Chair, be ruled invalid.

### Elections for positions on the Exec and the position of Head Frep, as well as referenda on any motions shall be carried out via the Durham University STV system.

### Elections of non-executive officers (excluding Head Frep) shall be conducted at SRC meetings where the standard mechanism of voting will be a show of hands. If this is deemed inappropriate, the Chair may change the mechanism of voting at their discretion.

### Elections during Meetings:

#### Nominations for elections during SRC Meetings may be submitted in advance to the SRC Chair with the names of both proposer and seconder, or by verbal nomination at the relevant juncture of the Meeting with the proposer and seconder present.

#### An unopposed candidate may be elected on a 'General Aye' if there are no objections from the meeting.

#### Candidates seeking election may be required to leave the room during voting, at the discretion of the Chair.

#### The Steering Committee shall count the votes in private and shall make the result public as soon as is convenient.

### Elections outside of Meetings

#### Notice of each election shall be given at least seven days before the close of nominations.

#### Elections held outside of an SRC Meeting shall be carried out using the Durham University STV system.

#### For an election outside of meetings to meet quorum and be valid, 7% of the SRC electorate must have voted.

#### If an election does not make quorum, it is rerun in the next round with Nominations being reopened to the membership.

#### All publicity must be in accordance with the rules for campaign publicity contained in the Appendix [15.2.](#bookmark1)

#### The Senior Returning Officer at all elections shall normally be the Chair. Failing this (in the cases of conflict of interest), it shall be, in order of preference: any member of Steering Committee, the Vice President, the President, then any member of the Exec.

#### Nominations shall be submitted to the Senior Returning Officer on a form provided by the Steering Committee for that purpose. The form must be submitted no less than 72 hours before the election opens, along with:

##### The names and signatures of one proposer and one seconder.

##### A manifesto of no more than 250 words.

##### An electronic copy of the manifesto submitted to the Senior Returning Officer via email.

## Hustings

### Hustings shall be organised for any SRC Officer's job (hereinafter 'position').

### The Chair shall read to the meeting each candidate's name, the position applied for and the proposer and seconder of each candidate.

### The candidates for each position shall be allocated time to hust. The allocation of time shall be at the Chair's discretion but shall be announced to the Meeting and the candidates before hustings commence.

### The Chair shall indicate to candidates the start and finish of their allocated husting time.

### Candidates must not personally mention other candidates for the same position when husting or answering questions. However, mentions of another candidate’s manifesto policies are allowed. If this article is contravened, it must be left to the Chair's discretion as to the penalty, with immediate disqualification from the election process being the maximum penalty.

### For the duration of an individual's hust, all other candidates for that position must leave the room, accompanied by a member of Steering Committee. Should no member of Steering Committee be present, a member of the Exec shall accompany the candidates.

### A candidate who is unable to be present at a meeting may do so via Skype (or another live video platform) or by appointing a full SRC member to speak 'In Lieu'.

#### If Skype (or other live video platform) is chosen, the intention to do their hust in this way must be expressed to the Chair before the deadline for Nominations. The Chair shall make all reasonable efforts to make this possible at the Meeting. The candidate will partake in the husting process in the same manner as if they were present; this includes 'leaving the room' for other candidates’ husts and answering questions from the floor.

#### If 'In Lieu' husting is chosen, the candidate must submit a written copy of their hust to the Chair with their Nomination. This will be read out by the appointed SRC member with some, but minimal, deviations permitted. The person reading the hust will leave the room during other candidates' husts and will be allowed, but not obliged, to answer questions from the floor. The appointed SRC member may not be a member of the Exec, but if the candidate is unable to find a suitable SRC member then the hust will be read out by the Chair.

### Pre-recorded video or voice husts are not permitted in order to maintain a fair democratic process.

### Once all candidates have spoken, members of the SRC may ask questions, indicating their intention to do so to the Chair by a raised hand.

### Questions may be ruled Out of Order at the Chair's discretion.

### When hustings are complete, the Chair shall remind the meeting of the time, location, and nature of the election process regarding that position.

## Campaigns on behalf of Re-Open Nominations

### Any member of the SRC has the right to conduct an election campaign on behalf of Re-Open Nominations (RON) in an election conducted by ballot.

### An SRC member wishing to conduct a campaign on behalf of RON shall submit a request to do so to the Senior Returning Officer at any time before the first day of the ballot.

### No more than one SRC member may officially represent RON in an election. Preference shall be given to an SRC member who does not request anonymity.

### An SRC member conducting a campaign on behalf of RON has the right, at their own discretion, to complete anonymity. If anonymity is requested the Senior Returning Officer shall not act in any way that may allow it to be breached.

### An SRC member representing RON shall be bound by the same election regulations as any other candidate.

### The SRC member representing RON shall have the opportunity to hust for RON after all other candidates for that position - unless they have requested anonymity, in which case they may submit a statement to be read by the Senior Returning Officer in place of their hust.

# SRC Clubs and Societies

## `Formation

### Any member of the SRC is entitled to start a Club affiliated to the SRC. Any affiliated club is able to use the college name and apply for funding from the SRC.

### To do this, the SRC member must submit a proposal to the Chair stating the purpose of the club, and its aims and objectives. This statement but be no more than 100 words in length, and must be signed by 15 full SRC members.

### The SRC Chair will then submit this proposal for a vote of approval from the Exec.

#### If the Exec cannot provide a reason that the proposed Club should not exist, then the Exec should approve of the creation of the Club.

#### In the event of disapproval from the Exec, the proposer may submit a motion for an SRC meeting requesting that the Exec explain the reasoning behind its disapproval. The meeting shall then vote, by a simple majority, whether to accept or reject this reasoning for disapproval.

#### If the creation of the Club is approved by the Exec, or an Exec disapproval is subsequently rejected by a vote at and SRC meeting, then the Club shall be subject to a vote of ratification at an SRC meeting. This vote will require a simple majority to pass.

#### If the creation of the club is disapproved by the Exec, and then this disapproval is either unchallenged or accepted by a vote at the SRC meeting, then the Club shall be subject to a vote of ratification at an SRC meeting. This vote will require a two-thirds super-majority to pass.

## General responsibilities

### All SRC Clubs must be accessible to all members of the SRC, regardless of ability.

### All Clubs must be bound by a constitution of their own making, containing at a minimum the following articles:

#### Details of the purpose, duties, and provisions of the Club;

#### The titles, duties, and terms of Club exec members;

#### The approximate date of an AGM (e.g. towards the end of epiphany term);

#### Details of annual subscription fees;

#### Details of the structure of Club finances as relate to the SRC, including the likely sources of expenditure and all sources of income other than subscription fees (sponsorship, ticket sales etc.).

### A modifiable draft constitution can be found in Section 15.03

### A Club must have a clear, defined purpose.

### A Club shall maintain at least 3 exec members, including a president and a treasurer.

## Finances

### All Clubs may make applications to Grants Committee, details of which can be found in Section 8.05.

### All Clubs shall be bound by the Article 8 of these standing orders detailing SRC Finances

## Clubs & Societies Formal

### All Clubs may apply for tables at the annual Clubs & Societies Formal. These tables shall be allocated at the discretion of the Vice President and College Staff, and their allocation may depend on the Club’s conduct at previous formals.

# SRC Finances

## General

### The SRC’s financial year shall last from 1st September to 31st August.

### SRC finances will be dealt with through a single account, complying with the DSO financial regulations. Signatories on this account shall be: The Treasurer, the President, and any other Executive officers (if their duties require it, as the primary signatories see fit).

### SRC affiliated clubs and societies shall financially operate through the SRC account, with the assistance of the SRC Treasurer.

### The SRC financial position shall be verbally reported to the SRC at ordinary SRC meetings, with a more detailed financial report published annually.

## Account Structure

### The SRC account shall include the following sections:

#### Club and society finances

#### Vending revenues

#### Finances for all college events (including summer ball, winter ball, and college day)

#### SRC expenses

#### Fresher’s week finances

#### Formal finances

#### Gym finances

#### Postgraduate finances

## Expenditure

### All expenditure from SRC finances must be for SRC members.

### Any routine expenditure less than £500 per annum may be made by the President with the agreement of the Exec.

### Any non-routine expenditure less than or equal to £500 may be made by the President with the agreement of the Exec.

### Any non-routine expenditure exceeding £500 must be passed by a motion at a quorate SRC Meeting.

### Expenditure of over £5,000 must have authorisation from the Principal of College, in line with the Framework.

## SRC Levy

### The SRC shall charge membership at an amount decided by its members, henceforth referred to as the “SRC Levy”, or simply “levy”.

### During the first four weeks of Michaelmas term each year, students of the College will have the opportunity to opt in to SRC membership by paying the levy.

### At the beginning of their first year:

#### Undergraduates who have opted in shall be charged for 3 years’ levy, regardless of whether they are doing a bachelor’s (3 year) or an integrated master’s (4 year) course.

#### Masters students (1 year) who have opted in shall be charged for a single year’s levy;

#### PhD students who have opted in shall be charged for 3 years’ levy, regardless of whether their course lasts 3 or 4 years.

#### Exchange students who have opted in shall be charged for 1 year’s levy.

### Members who choose to opt out after paying the levy shall be entitled to a full refund, minus the amount due for each full year they have been a member.

### Any student who has previously opted out of SRC membership is able to (re-)join should they wish to do so. They will be charged the then annual rate of the SRC levy for each year or part thereof they are a member of the SRC.

### The SRC levy is currently fixed at £55 per year and may only be changed by referendum (the procedure for which is detailed in Section 6.07).

## Grants Committee

### There should be an allowance within the annual SRC budget for grant allocations to SRC affiliated clubs.

### During Michaelmas term there should be an opportunity for SRC affiliated clubs to apply for a portion of this allowance, by completing a form and giving details of:

#### The total amount requested, alongside an itemised breakdown of how this figure was arrived at

#### The number of paying members of the club, alongside of the subs charged to each member

#### Justifications for each item requested

#### Optionally, any extenuating circumstances

### At the discretion of the SRC Treasurer, and if the budget allows for it, there may be a second opportunity for grant applications during Epiphany term.

# SRC Officer Responsibility

## General

### An SRC Officer is defined as any member of the SRC who is elected to a post or committee, either during an SRC Meeting or outside of an SRC Meeting.

### An SRC Officer must remain a member of the SRC throughout their tenure. In cases where the Officer loses membership for any reason (expulsion from the University etc.), they must resign from the position and the procedure outlined in [9.02.](#page10) should be followed.

### Any individuals elected to posts by the SRC are accountable to the SRC.

### All individuals elected to posts by the SRC shall hold office for one year, commencing from announcement of their election result, unless otherwise stated in these Standing Orders.

## Resignation of Officers

### In the event of the resignation of an SRC Executive Officer, the decision as to who shall fulfil the duties will be taken by the Exec, pending the election of a successor. If deemed necessary, an emergency meeting shall be called.

### In the event of the resignation of an ordinary SRC Officer, there will be a by-election using the standard procedure at the next SRC Meeting.

### In the event of the SRC Sabbatical President resigning, a non-sabbatical President may be elected and such Officers as the SRC deem necessary.

## Removal from Office

### An SRC Officer can only be removed from office by a Motion of Censure and a subsequent Vote of No Confidence from the SRC.

### No SRC member may level an unsubstantiated threat against any SRC Officer’s position

### Before any threats of Censure may be brought against an SRC Officer, a motion of Censure must have been submitted to the Chair. This motion can later be retracted

### A threat of a No Confidence vote may only be brought against a Censured SRC Officer if it can be proved, in writing, that the requisite signatures (as detailed in Section 9.05) have been obtained, and submitted to the Chair. The burden of proof, that the signatures both exist and are unwithdrawn, lies with the person making the threat.

## Motion of Censure

### A motion of Censure can apply to any SRC Officer for serious non-fulfilment of duties.

### A motion of Censure may only be brought to a quorate SRC Meeting and the motion must appear alongside all other agenda points prior for the meeting, publicised by the Chair (a minimum of 24 hours before the SRC meeting, as dictated in Section 6.02).

### The motion should be submitted to the Chair at least 48 hours in advance of the deadline for agenda points for this SRC Meeting.

### Once a motion of Censure is submitted, the officer against whom the motion is brought shall be informed by the Chair immediately.

### Such a motion requires a two-thirds majority of those present at such a meeting to pass.

## Vote of No Confidence

### A vote of No Confidence in an SRC Officer shall not be taken unless a relevant motion of Censure has already been passed.

### A vote of No Confidence should be regarded as a last resort.

### A vote of No Confidence may only be taken after the SRC President and SRC Chair have been informed. The reasons for calling the vote of No Confidence must be reported at this time.

### A motion to bring a vote of No Confidence in an SRC Officer must be supported by at least 10% of the SRC, or 80% of the Exec. The signatures of all supporters must be handed in with the motion, to the SRC Chair (or President if the Chair has lost confidence). The motion shall state the reasons why the supporters have no Confidence in the Officer concerned.

#### A signature in support of a vote of No Confidence may be withdrawn unilaterally at any point by the signing party

#### If the motion has already been submitted to the Chair, then the signature can be withdrawn by contacting the chair directly. If this withdrawal causes support to fall below the requisite level, the motion automatically fails and is withdrawn.

### A vote of No Confidence may only be brought to a quorate SRC Meeting and the motion must appear on the agenda. This may not be at the same SRC Meeting as the motion of Censure against that officer.

### A vote of No Confidence requires a two-thirds majority of those present at such a meeting to pass.

### If a vote of No Confidence is passed, the Officer in question must immediately stand down. Any individual who is removed from office shall not be entitled to any privileges that ordinarily the Officer would have been entitled to as laid down in the Standing Orders. A successor shall be elected under the terms of the post concerned, except that it shall be done as soon as possible. The Officer who has just stood down shall be eligible for this election.

## Appeals Procedure

### Every candidate reserves the right to lodge an appeal with the Senior Returning Officer.

### If the issue cannot be resolved satisfactorily by the Senior Returning Officer, then the candidate shall have the right to request a hearing with the President.

#### In the event that the President has a conflict of interest in the matter, an appeals panel consisting of the Vice President and the members of Steering Committee shall be consulted.

##### If, additionally, the Vice President has a conflict of interest, then a member of the Exec shall be chosen to replace the Vice President on the panel. This decision shall be made by the Senior Returning Officer, with the Postgraduate President being chosen in the absence of an additional conflict of interest.

##### What constitutes a conflict of interest shall be at the discretion of the Senior Returning Officer

### The Decision of the President (or Appeals Panel) shall be final and can only be overturned by a two-thirds majority at a quorate SRC Meeting.

# SRC Executive Committee

## General Duties

### The Executive committee of the SRC shall be collectively responsible for:

#### Administering the SRC during the periods between SRC meetings. This will include making decisions on behalf of the SRC on routine or non-contentious matters.

#### Making decisions for which the deadline does not allow consideration at an SRC meeting.

#### Representing the SRC to the College and wider university community.

#### Ensuring the proper conduct of SRC officers and committees.

### The Exec may delegate any of its powers to any committee consisting of one or more of the Executive Officers. Any such delegation may be made subject to any conditions the Exec may impose, either collaterally with, or to the exclusion of, its Executive powers, and may be revoked or altered.

### Any member of the SRC Exec may be mandated by the SRC to sit on an SRC Committee not ordinarily included in their responsibilities. Such mandating may be effected by an ordinary motion, or an emergency motion, at a quorate SRC Meeting. The motion may be carried by a simple majority.

### SRC Members can only hold one Exec position at one time but may be re-elected for the same post or elected to a different post.

### Members of the Exec shall demonstrate no bias or preference to any candidates in any election nor shall they offer any backing, support, or help to one candidate to a post without offering the same to all other candidates to that post.

#### In addition, no present or member-elect of the Exec shall propose or second a nomination to any post or office of the SRC.

### Members of the Exec may hold Exec positions on other college and university societies.

#### The SRC Exec position will take priority over those on other Execs if there is a clash of duties.

#### If a position on another Exec results/is foreseen to result in the hinderance of SRC Exec responsibilities being fulfilled, the member must resign from that post or an automatic motion of censure will be proposed by Steering Committee.

## Exec Meetings

### The Exec shall meet formally at least once a week during term time, at a time and location decided at the first Exec meeting of Easter term.

### Weekly meetings shall be convened by the Chair, who will inform other members of any deviation from the usual time and location.

### The quorum for Exec meetings, regarding decisions that do not require full SRC ratification, shall be two-thirds of its voting members.

### Members of the Exec shall take part in the preparations for and running of Freshers’ Fortnight, becoming de facto Junior Freshers’ Reps. Should their Exec role come into conflict with their duties as Freshers’ Reps, the Exec role shall take priority.

### The Chairperson of the SRC shall normally Chair a meeting of the Exec.

### A member of Steering Committee shall normally act as Secretary of the meetings taking minutes of all Exec meetings. These minutes shall be available to all SRC members upon request, following ratification.

### A meeting shall be considered quorate if 8 voting members of the Exec are in attendance

### For a motion to pass at a quorate Exec meeting, the voting of the Exec must, unless otherwise stated, be at least:

#### 6 for the motion if 8 are present.

#### 7 for the motion if 9 are present.

#### 7 for the motion if 10 are present.

#### 8 for the motion if 11 are present.

#### 8 for the motion if 12 are present.

#### 9 for the motion if 13 are present.

#### 10 for the motion if 14 are present.

#### 11 for the motion if 15 are present.

### The Exec-elect shall be invited to attend the last weekly meeting of the Epiphany term as non-voting observers.

### The Exec have the power to amend the Appendices of the Standing Orders in a quorate Exec Meeting by a simple majority vote. Any proposal to amend an appendix shall be published to the SRC and all members shall be welcome at the Exec meeting at which it is being discussed.

### An Emergency meeting of the Exec may be convened by any Exec member, and a temporary Chair and Secretary appointed as necessary, so long as the quorum requirement for the Exec meetings is satisfied and a reasonable attempt made to inform all members of the Exec of the time, location, and agenda for the Emergency meeting.

## SRC Meetings

### Exec Officers shall have the right to stand down from their position temporarily in an SRC Meeting, and speak as an Ordinary Member against a motion which the Exec has voted to support.

### The Exec shall make appropriate reports to SRC Meetings to assure SRC members of proper administration.

## Duties of the Officers of the Exec

### President

#### Be responsible for:

##### Leading the direction of the SRC by encouraging participation in its activities and striving to fulfil the aims of the SRC as defined in the Standing Orders. The President shall ensure that the SRC is in a sound financial position to achieve its aims in future years and shall do everything in their power not to jeopardise the position of the SRC.

##### Organising the bookings of the JCR and Caedmon Hall.

#### Take office at the end of the academic year, having been President-elect and shadowing the current president from the time the election result is known.

#### Continue in office for a period of 13 months, with a one-month period of overlap with the next President to better facilitate a smooth transfer of office.

#### As President-elect, compile the Freshers’ Handbook with the assistance of the Exec and the Head Freshers’ Rep(s).

#### Attend and represent the views of the SRC to the following bodies:

##### College Advisory Board and its standing committees:

###### Finance Committee;

###### Bar Management Committee;

###### House and Catering Committee;

##### Management meetings;

##### Caedmon/Ceolfrid Trust;

##### College Association;

##### PresComm;

##### PresForum;

##### Leazes road program board.

#### Attend:

##### Exec meetings;

##### Ordinary and Extraordinary SRC Meetings;

##### SCR Meetings;

##### Entertainments Committee;

##### Ball Committee;

##### Colours Committee;

##### Grants Committee;

##### College planning board;

##### The Presidential Residential (to be held in August);

##### Any Leazes Road Development meetings or workshops;

##### The Alumni Association AGM and reunions based in Durham.

##### College Day Committee

#### Have the power to confer Honorary Life Membership of the SRC.

#### Supply a list of the major 'Extra Duties' that each Exec Officer will be expected to attend early in Easter Term to the new Exec Officers, subject to approval by a vote of the Exec. (NB: the vote shall be for all officers to accept the duties, or to reject the duties and force the president to reconsider.)

#### As President-elect:

##### Attend Exec meetings as a non-voting observer and shadow the president in all duties insofar as is possible whilst completing their degree.

##### Have, at the discretion of the current president, presidential power over things directly affecting their term as president. This can include being a signatory to the SRC account, if made possible by university finance.

#### The full job description of the SRC President can be found in Annex 1 of the DSO Framework, 'Job Description of the JCR Sabbatical President'. Where any conflict arises between the Annex and these Standing Orders, the Annex shall take priority (With the exception that the SRC President is responsible for both undergraduate and postgraduate communities. They shall therefore represent and promote the views of both communities fairly and not show bias towards either community at the detriment of the other).

### Postgraduate President

#### Take office at the start of the Easter term, having been Postgraduate President-elect from the time the election result is known.

#### Deputise for the President whenever necessary.

#### Act as a liaison between the SRC, College and the postgraduate community.

#### Chair the Postgraduate Committee and its elections and have elected candidates ratified at a quorate SRC Meeting.

#### Work with the Postgraduate Committee to organise social events throughout the post-graduate academic year.

#### Be responsible for Postgraduate Formal Dinner bookings and liaison with College catering staff.

#### Attend and represent the views of the SRC to:

##### College Advisory Board;

##### Finance Committee;

##### House and Catering Committee;

##### College Association;

##### DSO MCR presidents’ committee.

#### Attend:

##### Exec meetings;

##### Ordinary and Extraordinary SRC Meetings.

#### Do any other duties and attend any other events as requested by the President.

#### Where appropriate, certain duties will be alleviated for the Postgraduate president to account for the extra workload a Postgraduate student has to undertake.

### Vice President

#### Take office at the start of the Easter term, having been Vice President-elect from the time the election result is known.

#### Deputise for the President whenever necessary.

#### Be responsible for College Formal Dinner bookings and liaison with College catering staff. This includes the implementation of regulations set by the College Principal regarding diners and other guests at college event.

#### Organise the student activities for College Day with the assistance of the outgoing Vice President, and the College Day Committee.

#### Attend and represent the views of the SRC to:

##### College Advisory Board;

##### House and Catering Committee;

##### College Day Committee;

##### College management committee;

#### Attend:

##### Exec meetings;

##### Ordinary and Extraordinary SRC Meetings;

##### Entertainments Committee;

##### Ball Committee;

##### Colours Committee;

##### Technical Committee;

##### College Day Committee, as Chair.

#### Do any other duties and attend any other events as requested by the President.

### Treasurer

#### Take office at the start of the Easter term having been the Treasurer-elect from the time the election result is known.

#### Be responsible for running the SRC finances efficiently and, in conjunction with the President, ensuring that the SRC is in a sound financial position to achieve its aims in future years.

#### Keep a detailed account of all SRC monies and assets for independent auditing.

#### Keep a detailed account of the monies held by the SRC belonging to SRC-affiliated clubs and societies for independent auditing.

#### Produce a set of quarterly accounts during their term of office from accounting records made during that year.

#### Meet at least fortnightly with the President to ensure that all accounts are being properly kept.

#### Ensure that the SRC complies with the financial memorandum of understanding between the University and the JCRs.

#### Be a signatory on the SRC account(s).

#### Attend and represent the views of the SRC to:

##### College Finance Committee.

#### Attend:

##### Exec meetings;

##### Ordinary and Extraordinary SRC Meetings;

##### Inter-collegiate Treasurer’s Committee;

##### Grants Committee;

##### Ball Committee, as Ball Treasurer.

##### College Day Committee

#### Do any other duties and attend any other events as requested by the President.

### Senior Welfare Officer (non-male identifying)

#### Take office at the beginning of the Easter term having been Senior Welfare Officer-elect from the time the election result is known.

#### Be welfare trained (this can include Nightline Training).

#### Work with the SRC President and the other Senior Welfare Officer in dealing with relevant welfare issues within the SRC, College and the University.

#### Have served in welfare committee for at least one year. However, if no such candidates are successfully elected at the first time of asking, the role may be assumed by any non-male candidate in a subsequent voting round.

#### Not identify as male.

#### Be responsible for:

##### Dissemination of relevant welfare information;

##### The promotion of welfare campaigns;

##### The provision of welfare support to members of the SRC;

##### The organisation and proliferation of the Welfare Reps/Welfare Committee, with a well-publicised rigorous and inclusive application process.

#### Attend and represent the views of the SRC to:

##### Durham SU Welfare, Equality and Diversity Committee.

#### Attend:

##### Exec meetings;

##### Ordinary and Extraordinary SRC Meetings.

#### Do any other duties and attend any other events as requested by the President.

### Senior Welfare Officer (non-female identifying)

#### The non-female identifying Senior Welfare Officer shall have the same responsibilities as the non-male identifying Senior Welfare Officer as defined in Section 10.04(e)., with the exception of subsections (iv), and (v) where the words “Male” and “Female” shall be exchanged as appropriate.

### Ball Officer

#### Take office at the beginning of the Easter term having been Ball Officer-elect from the time the election result is known.

#### Liaise with the appropriate College Officers regarding SRC balls and ensure that any requirements demanded by University policy are met.

#### Run the Winter and Summer Balls in conjunction with the Ball Committee.

#### Attend:

##### Exec meetings

##### Ordinary and Extraordinary SRC Meetings

##### Ball Committee, as Chair (the outgoing Ball Officer will remain as Chair in Easter term.)

#### Be responsible for the annual recruitment and organisation of Ball committee, with a well-publicised, rigorous, and inclusive application process.

#### Do any other duties and attend any other events as requested by the President.

### Social Secretary

#### Take office at the beginning of the Easter term having been Social Secretary-elect from the time the election result is known.

#### Be responsible for:

##### The annual recruitment and organisation of Entertainments committee, with a well-publicised rigorous and inclusive application process.

##### Organising and publicising social events in the bar, in conjunction with the Entertainments Committee to include Bar quizzes and Beerfest;

##### Liaising with the Bar Manager, College Bar Committee, and College Officers regarding SRC social events;

##### Liaising with other colleges to avoid clashes.

#### Attend and represent the views of the SRC to:

##### Bar Committee.

#### Attend:

##### Exec meetings;

##### Ordinary and Extraordinary SRC Meetings;

##### Entertainments Committee (“EntsComm”), as Chair.

##### College Day Committee, as Head of Entertainments

#### Do any other duties and attend any other events as requested by the President.

### Sports & Societies Officer

#### Take office at the beginning of the Easter term having been Sports and Societies Officer-elect from the time the election result is known.

#### Be responsible for SRC-affiliated sports clubs and societies by:

##### Organising the annual recruitment and operation of Sports and Societies committee, with a well-publicised rigorous and inclusive application process.

##### Organising the annual recruitment and operation of Colours committee, with a well-publicised rigorous and inclusive application process.

##### Advising Grants Committee in the allocation of sports clubs and societies grants;

##### Calling a meeting of all sports club and society captains at least once per term;

##### Informing them of all necessary information.

#### Organise Hild Bede’s participation in the college festival of sport.

#### Attend and represent the views of the SRC to:

##### Team Durham Meetings.

#### Attend:

##### Exec meetings;

##### Ordinary and Extraordinary SRC Meetings;

##### Clubs and Societies Captains meetings, as Chair;

##### Colours Committee, as Chair;

##### Grants Committee, as Secretary.

##### College Day Committee

#### Do any other duties and attend any other events as requested by the President.

### Senior SU Representative

#### Take office at the beginning of the Easter term having been Senior SU Rep-elect from the time the election result is known.

#### Be responsible for:

##### SU Campaigns in college;

##### The dissemination of relevant information;

##### At their discretion, the appointment and organisation of Junior SU Reps, including the organisation of regular meetings with them in advance of each Union Meeting (known as College SU Rep meetings);

##### The representation of the SU in College;

##### The representation of the SRC in the SU;

##### Organising all SU elections and ballots within college, except those in which they are a candidate, in which case a Junior Rep will take over the organisation.

#### Attend and represent the views of the SRC to:

##### Durham SU Council;

#### If the Senior SU Rep is suspended from the Joint Committee of the Durham SU and the Colleges by Durham SU Council, another member of the Exec should attend until the suspension is lifted.

#### Attend:

##### Exec meetings;

##### Ordinary and Extraordinary SRC Meetings;

##### Durham SU General Assemblies;

##### College SU Rep meetings, as Chair;

##### Inter-collegiate SU Rep Committee.

#### Do any other duties and attend any other events as requested by the President.

### Communities and Liberations Officer

#### Take office at the beginning of the Easter term having been Communities and Liberations Officer-elect from the time the election result is known.

#### Be responsible for:

##### The annual recruitment and organisation of Communities committee, with a well-publicised rigorous and inclusive application process.

##### The annual recruitment and organisation of Liberations committee, with a well-publicised rigorous and inclusive application process.

##### Representing the interests of livers out to the Exec;

##### Dissemination of relevant information to livers out by any means required;

##### Representing the interests of minority groups in college, including both livers in and livers out;

##### Assisting SRC members to find accommodation;

##### Listening to and helping with, as far as reasonably possible, the problems encountered by SRC members living out;

##### Organising social events for livers out in college and at venues around Durham City;

##### Promoting charity work and soft community duties.

#### Attend and represent the views of the SRC to:

##### House and Catering Committee.

#### Attend:

##### Exec meetings;

##### Ordinary and Extraordinary SRC Meetings;

##### SRC Communities Committee, as Chair.

##### SRC Liberations Committee, as Chair

#### Do any other duties and attend any other events as requested by the President.

### Environment Officer

#### Take office at the beginning of the Easter term having been Environment Officer-elect from the time the election result is known.

#### Be responsible for:

##### The annual recruitment and organisation of Environment committee, with a well-publicised rigorous and inclusive application process.

##### Advising staff and students on environmentally sympathetic products, technologies, and actions, including the areas of energy use and purchasing;

##### Running environmental campaigns.

##### Organise and run an Earth Day event in the Epiphany Term

##### Ensuring the sustainability policy is followed

#### Work with college management to promote sustainable practices as outlined in the Sustainability Policy.

#### Attend and represent the views of the SRC to:

##### Greenspace.

##### College management sustainability meetings

#### Attend:

##### Exec meetings;

##### Ordinary and Extraordinary SRC Meetings;

##### SRC Environment Committee, as Chair.

#### Do any other duties and attend any other events as requested by the President.

### Publicity Officer

#### Take office at the beginning of the Easter term having been Publicity Officer-elect from the time the election result is known.

#### Be responsible for:

##### Producing publicity material for SRC-related events, meetings and campaigns as requested by the Exec;

##### The development and upkeep of the SRC website in conjunction with the relevant staff members in college;

##### Ensuring that all SRC publications do not cause undue slander, libel or otherwise jeopardise the position of the SRC in any legal or moral standing. The Publicity Officer, after consultation with the President, shall retain the right to veto any publication from going to press that is associated with, or bears the name of Hild Bede SRC, or the College;

##### Organisation of photography at SRC events, and publicity of photographs taken;

##### Storage and maintenance of the College mascot.

#### Attend:

##### Exec meetings;

##### Ordinary and Extraordinary SRC Meetings.

#### Do any other duties and attend any other events as requested by the President.

### International Officer

#### Take office at the start of the Easter term, having been International Officer-elect from the time the election result is known.

#### Represent International students' views to the Exec and the SRC.

#### Proactively seek feedback from International members on current issues and priorities.

#### Liaise with college, Durham SU, ISA and the SRC Exec with regards to all matters concerning International students.

#### Assist the Head Freshers' Rep with the events of Freshers' Week, especially those events aimed at International students.

#### Be responsible for the annual recruitment and organisation of International committee, with a well-publicised rigorous and inclusive application process.

#### Attend:

##### Exec meetings;

##### Ordinary and Extraordinary SRC Meetings;

##### Meetings with the ISA and Durham SU when necessary to represent the international students’ interests.

#### Do any other duties and attend any other events as requested by the President.

### Chairperson of the Council

#### Take office at the beginning of the Easter term having been Chairperson-elect from the time the election result is known.

#### Be Chair of the SRC Steering Committee and ensure its duties are carried out.

#### Be the sole arbiter on matters relating to the Standing Orders and may only be overruled by a successful 'Challenge to the Chair' [(as detailed in Section 6.06(e)).](#page5)

#### Conduct the annual review of the Standing Orders to be presented for approval at the last Ordinary SRC Meeting before the meeting of College Advisory Board in the Michaelmas term.

#### Receive motions and produce agenda for all SRC Meetings.

#### Chair Ordinary and Extraordinary SRC Meetings according to the procedure laid down in the Standing Orders.

#### Act as Senior Returning Officer for all elections unless seeking election to the Office in question.

#### Be responsible for publicising the responsibilities entailed in each Exec role, prior to the election process.

#### Have the casting vote in tied, out-of-meeting elections, SRC Meetings, and Exec Meetings.

#### Be responsible for the annual recruitment and organisation of Steering committee, with a well-publicised rigorous and inclusive application process.

#### Attend:

##### Exec meetings, as Chair;

##### Ordinary and Extraordinary SRC Meetings, as Chair;

##### College Advisory Board;

##### Grants Committee, as Chair.

#### Do any other duties and attend any other events as requested by the President.

### Technical Officer

#### Take office at the beginning of the Easter term having been Technical Officer-elect from the time the election result is known.

#### Be Chair of the SRC Technical Committee and ensure its duties are carried out.

#### Be responsible for:

##### The annual recruitment and organisation of Technical committee, with a well-publicised rigorous and inclusive application process.

##### The organisation (including any necessary external hires), set-up and operation of technical equipment required for:

###### Freshers week;

###### Hild-Bede balls;

###### College day;

###### Formal dinners (involving assembly of the PA system in the dining hall) and post-formal entertainment (involving liaison with the Vice-President and Social Secretary);

###### Any other SRC-organised entertainment (upon request by the Social Secretary).

##### Maintenance, and storage for technical equipment belonging to the SRC (including equipment residing in MR3 and the college bar)

#### Attend:

##### Exec meetings;

##### Ordinary and Extraordinary SRC meetings;

##### Technical Committee, as chair;

#### Do any other duties and attend any other events as requested by the President.

# Non-Executive Officers of the SRC

## General

### Certain aspects of SRC business are delegated by the Exec to non-executive Officers of the SRC. Full Members of the SRC may request the creation of additional non-executive Officer positions by submitting a motion to the SRC at an Ordinary SRC Meeting, which, if passed, should be automatically incorporated into these Standing Orders.

### The manner of selection of these Officers will be at the discretion of Steering Committee. Any issues with or proposals to change the manner of selection can be raised by any full SRC member as a Procedural or Emergency Motion.

### The portfolio of such non-executive officers may be altered by the exec with the approval of the relevant executive officers.

## Duties of the Non-Executive Officers

### Head Freshers’ Rep(s)

#### Liaise with College, Durham SU, and the Exec with regards to all the arrangements for Freshers' fortnight.

#### Organise the Junior Freshers' Reps.

#### Be available to assist the President throughout Michaelmas term with any needs of the new students.

#### Organise student reps and entertainment for college open days.

#### Attend:

##### Open day rep meetings, as Chair.

#### It is encouraged that a pair of candidates should run and be elected together, in order to better share the workload.

### Junior Freshers’ Rep

##### Work alongside and under the instruction of the Head Freshers' Rep.

#### Junior Freshers' Rep candidates will undergo a well-publicised, rigorous application process, decided at the discretion of the Head Freshers’ Rep(s) in conjunction with the President.

#### Any appeals for the application process can be directed to the SRC Chair.

### International Students’ Rep

#### Liaise with College, Durham SU, ISA, and the SRC Exec with regards to all matters concerning International Students.

#### Assist the International Officer in their duties, especially during the Induction period.

#### Assist the Head Freshers' Rep with the events of Freshers' fortnight as a de facto Junior Freshers' Rep.

#### Attend meetings with the ISA, Durham SU and the SRC where necessary.

### Keeper of the College Chastity

#### Keep the College Chastity by patrolling the route between the building of St Hild and the building of the Venerable Bede to make sure students do not pass for any unchaste reason.

#### Be a man for reasons of safety and tradition.

### Keeper of the College Sledges

#### Keep the College Sledges in a place known to them and the President until, at their discretion, the time suitable for their use. The sledges may only be used by members of the SRC.

### All Non-Executive Officers are required to give a report to an Ordinary SRC meeting if it is requested by a majority at that Meeting. Unless otherwise stated in these Standing Orders, Non-Exec Officers shall take office immediately after the appointment is made and shall hold office for a period of one year.

# Representation of the SRC to other Organisations

## General

### The SRC is represented to several outside organisations. These organisations specify the level of representation by the SRC within their own structure through their constitutions and standing orders. Some of this representation is done by SRC Exec and Non-Exec Officers as described in that Officer's duties. Where external organisations require non-specific SRC representatives, representatives shall be elected during an Ordinary SRC Meeting following the rules laid out in these Standing Orders.

### All representatives of the SRC are required to give a report to an Ordinary SRC Meeting if it is requested by a majority at that Meeting.

### Unless otherwise specified by the external organisation, SRC representatives shall take office immediately after the appointment is made and shall hold office for a period of one year.

### Should the representation be required on a continuous or long-term basis, elections shall be held for the role annually.

## Representation to College Committees

### There shall be elected SRC representatives to the following listed College Committees:

#### Appeals Committee - One representative

#### Bar Committee - Two representatives

##### At least one representative to Bar Committee must not be a member of bar staff

#### House and Catering Committee - One representative

### Duties of representatives to College Committees:

#### Assume the position immediately once the election result is known and shall hold the position for a period of one year;

#### Represent the views of the SRC, after liaison with the relevant Exec members, to the Committee, or relevant College Officer if urgent action is required;

#### Make a report or answer questions at an SRC Meeting on their actions at the College Committee if requested by a majority at that Meeting.

## Representations to Non-College Organisations

### There may be elected SRC representatives to the following:

#### At the discretion of the Senior SU Rep, Junior SU Reps to Durham SU Council;

#### Senior DUCK Rep to DUCK (One);

#### Junior DUCK Reps to DUCK.

### Duties of representatives to non-College organisation:

#### Junior SU Reps

##### Work alongside and under the instruction of the Senior SU Rep.

##### Attend:

###### Ordinary and Extraordinary SRC Meetings;

###### College SU Rep meetings;

###### Durham SU Assembly;

###### Any other SU-related meetings or committees, at the discretion of the Senior SU Rep.

#### Senior DUCK Rep

##### Liaise, and attend relevant meetings, with the DUCK Director and other colleges' DUCK Reps about the organisation of DUCK events.

##### Organise and run DUCK events that take place in College after liaison with the appropriate College Officers and Exec members.

##### Be responsible for the Junior DUCK Reps, including the organisation of regular meetings with them to organise DUCK events, and to promote DUCK, in College.

#### Junior DUCK Reps

##### Assist the Senior DUCK Rep as required with the organisation of DUCK events, and the promotion of DUCK, in College.

# SRC Standing Committees

## General

### Certain aspects of SRC business are delegated by the Exec to SRC standing committees (hereafter 'SRC Committees'). The Exec may request the formation of additional SRC Committees by submitting a motion to the SRC at an Ordinary SRC Meeting, which, if passed, should be automatically incorporated into these Standing Orders.

### Any full SRC member may be appointed to an SRC Committee. The manner of appointment shall be decided by the chair of the committee, with the oversight of the Chairperson of the SRC.

### Quorum for all SRC committees shall be two-thirds of its membership unless otherwise stated in its constitution.

### All SRC Committees shall have a particular Officer of the Exec to whom they are accountable. The Committee shall report on their actions and plans to the Officer as often as the Officer feels is appropriate. In addition, the Committee shall report either to their Officer in the week before an ordinary SRC Meeting. If the Officer is not available, the responsibility shall pass to the Vice President.

## There Shall be the following SRC Committees:

### Steering Committee

#### There shall be a Steering Committee of the SRC composed of:

##### Chairperson of Council, as Chair of the Committee.

##### Elected reps, who are ordinary full members of the SRC, and who shall:

###### Assume the position immediately once the election result is known and shall hold the position for a period of one year;

###### Assist the Chair in performing the duties of the Steering Committee;

###### Be subject to a well-publicised, rigorous application process organised by the Chairperson. Any appeals should be directed to the Vice President.

#### The Steering Committee shall:

##### Always remain impartial to the affairs of the SRC;

##### Take the minutes of all SRC and Exec Meetings;

##### Count the votes for elections conducted during SRC Meetings;

##### Uphold and interpret the Standing Orders and Policy of the SRC, including assisting the Chair in making rulings on the interpretation as necessary;

##### Publicise all meetings of the SRC;

##### Update the Standing Orders if a motion is passed by a quorate SRC Meeting to alter it;

##### Recommend alterations to the Standing Orders to the Exec;

##### Meet prior to every Ordinary SRC Meeting;

##### Be able to propose, second, speak and vote for or against procedural motions, but may not otherwise propose, second, speak or vote for or against any motions debated during an SRC Meeting;

##### Propose and second any automatic motions of Censure or No Confidence as defined in these Standing Orders.

#### The Chair shall also:

##### Chair all meetings of Steering Committee and the SRC, to ensure the orderly proceedings thereof and to uphold the Standing Orders and Policy at these meetings.

##### Have a casting vote in the event of a tie in voting at a meeting of Steering Committee or the SRC.

### Colours Committee

#### There shall be a Colours Committee of the SRC composed of:

##### The newly elected Clubs & Societies Officer, as Chair

##### The outgoing Clubs & Societies Officer

##### The current President

##### The President-elect

##### The newly elected Vice President

##### One independent person (ideally a College mentor)

##### Three Sports and Societies Captains, selected through a with a well-publicised and rigorous application process, organised by the newly elected Sports and Societies captain.

#### The Colours Committee shall:

##### Discuss all applications for College Colours made by the Clubs and Societies Captains.

##### Award College Colours as the Committee members see fit and issue certificates to those who receive Colours.

##### Meet at least once in Easter term.

#### The awarding of Colours will be based upon the achievement, and/or contribution, and/or progression of the nominee, and the quality of the application form. The committee may award a nominee an increased or decreased value of certificate (e.g. from half-colours to colours), than was applied for, as appropriate.

#### The colours awards shall be presented at College Day, by the outgoing Sports and Societies Officer, the newly elected Sports and Societies Officer, and the College Principal.

#### The Chair shall also:

##### Issue guidelines and a deadline for nominations for Colours to all Clubs and Societies captains and presidents

##### Be a voting member of the committee

### Entertainments Committee

#### There shall be an Entertainments Committee of the SRC composed of:

##### The Social Secretary, as Chair

##### The President

##### The Vice President

##### Appointed reps, who are ordinary full members of the SRC, and who shall:

###### Hold the position for a period of one year.

###### Assist as directed by the Committee with the organisation of College Ents.

###### Be subject to a well-publicised, rigorous application process organised by the Social Secretary. Any appeals should be directed to the SRC Chairperson.

#### The Entertainments Committee shall organise and run College entertainments.

#### The Chair shall also:

##### Have the casting vote in the event of a tie in voting at a meeting of the Entertainments Committee.

##### Have the power to call meetings of the Entertainments Committee in term time when they are deemed necessary.

##### Comply with all duties relating to Ents, as detailed in Section 10.04(h)

### Ball Committee

#### There shall be a Ball Committee of the SRC composed of:

##### The Ball Officer, as Chair

##### The Treasurer

##### The President

##### The Vice President, as Secretary

##### Appointed reps, who are ordinary full members of the SRC, and who shall:

###### Assume the position immediately once the election result is known and shall hold the position for a period of one year.

###### Assist as directed by the Committee with the organisation of College Balls.

###### Be assigned a specific role on ball committee if the ball officer chooses to do so, and undertake the tasks required of this position. Positions to be appointed are (extra positions may be added if the Ball Officer deems necessary):

Head of Decorations

Head of Food and Drink

Head of Entertainment

Head of Acts

#### The Ball Committee shall organise and run both the Winter and Summer Balls in conjunction with the Ball Officer.

#### The Chair shall also:

##### Serve as Chair of the Committee in the Easter term after leaving the position of Ball Officer, with the new Ball Officer taking over after the Summer Ball

##### Have the casting vote in the event of a tie in voting at a meeting of the Ball Committee.

##### Have the power to call meetings of the Ball Committee in term time when they are deemed necessary.

##### Comply with all duties relating to Balls, as detailed in Section 10.04(g)

#### The Ball Treasurer shall also:

##### Assist in the production of budgets and a financial statement for the Balls.

#### The Secretary shall also:

##### Be responsible for taking minutes at Ball Committee meetings.

### Postgraduate Committee

#### There shall be a Postgraduate Committee of the SRC composed of:

##### The Postgraduate President, as Chair;

##### Elected reps (roles at the discretion of the Postgraduate President).

#### The Postgraduate Committee shall:

##### Incorporate the values of a joint undergraduate and postgraduate SRC, in particular raising postgraduate concerns.

##### Organise events that are appropriate to postgraduate students, but whose invitation will extend to the entire SRC.

##### Apply to the SRC Treasurer and President for funds, where necessary, to organise these events.

### Technical Committee

#### There shall be a Technical Committee composed of:

##### The SRC Technical Officer, as chair;

##### A representative from Entertainments Committee (this may be the Social Secretary).

##### A representative from Ball Committee (this may be the Ball Officer).

##### A representative from Hild Bede Theatre.

##### A representative from the Hild Bede Music Society or relevant equivalent.

##### Up to three additional members selected from a fair and well-publicised application process, open to all members of the SRC. Any appeals should be directed to the SRC Chairperson

#### The role of the technical committee (hereinafter Tech Comm) is to organise the set-up, operations, maintenance, and storage of SRC technical equipment for all SRC Events.

#### The Committee shall meet at least once a term, with its purposes being:

##### To discuss upcoming events which require the use of SRC equipment.

##### To discuss the state of the SRC’s technical equipment to be kept in good working order.

##### To discuss and plan for the purchase of any technical equipment that is considered beneficial to the SRC and the running of SRC events. Authorisation of such purchases is still required by a vote of the Exec or a quorate SRC meeting if it exceeds the limits laid out in Section 8.03.

### Grants Committee

#### There shall be a Grants Committee of the SRC composed of:

##### The SRC Chairperson, as Chair;

##### The SRC Treasurer, as Treasurer;

##### The SRC Clubs & Societies Officer, as Secretary;

##### The President;

##### Three Clubs and Societies Presidents, Captains, or former captains, selected on merit of application, involving a rigorous application process.

###### One ball sportswoman.

###### One ball sportsman.

###### One non-ball sportsperson.

##### One independent person, ideally a College tutor.

#### The Grants Committee shall:

##### Discuss all grant applications from clubs and societies affiliated to the SRC.

##### Meet at least once in Michaelmas term.

##### Allocate the money available in a fair manner to the clubs and societies.

##### Scrutinise the attendance record kept by Steering Committee with respect to SRC Meetings.

###### If attendance is unsatisfactory, without good reason, then the committee would be expected to withhold part of, or the entirety of the grant. The decision would be made by the SRC President, Treasurer and Clubs & Societies Officer.

#### The Chair of the Committee shall also:

##### Have a casting vote in the event of a tie in voting at a meeting of the Grants Committee.

##### Advise the Grants Committee of the amount of money available for allocation.

#### The Secretary shall also:

##### Issue guidelines and a deadline for grant applications to all Clubs and Societies Captains.

##### Inform clubs and societies of the amount of grant allocated to them.

##### To keep financial records of the activities and assets that the grant is spent on.

### International Committee

#### There shall be an International Committee of the SRC composed of:

##### The International Officer;

##### Selected role-specific international reps, who shall fulfil their role specified below as well as the duties of general international reps. Multiple roles can be filled by a single rep, or the International Officer, if they satisfy any stated criteria:

###### Visa rep, who:

Has experience of the full tier 4 and can offer advice and escort new students to complete theirs during International Freshers’ Week.

###### WeChat rep, who:

Has experience using the WeChat app and can communicate information to students throughout their time in their role;

Will keep up to date with other college media and regularly update the WeChat group

Preferably, is fluent in either Mandarin or Cantonese Chinese.

###### Welfare rep, who:

Shall serve as a mutual representative on both the International Committee and the Welfare Executive Committee

##### Selected general international reps, who shall:

###### Assume the position immediately once the selection result is known and shall hold the position for a period of two terms;

###### Assist the International Officer in performing the duties of the International Committee;

#### The International Committee shall:

##### Be subject to a well-publicised, rigorous application process open to all SRC members

###### It is further required that the relevant SRC Executive Officers partake in the application processes for certain International Committee positions, as detailed below

###### Any appeals should be directed to the SRC Chairperson

##### Organise and execute the International Freshers Week, prior to the Freshers Week;

##### Assist the organisation and execution of the Freshers Week; some international reps may opt out of this responsibility, subject to arrangement with the International Officer;

##### Propose, plan, and execute events throughout the Michaelmas Term and Epiphany Term to improve cultural awareness and exchange in college;

##### Gather feedback from the international community in college;

##### Meet before every organised International Committee event.

##### Liaise with the Welfare Executive Committee to offer welfare support to the international students they represent, through the selection of a mutual representative who shall sit both on the International Committee and the Welfare Executive Committee

###### The selection of this mutual representative shall involve discussion between the International Officer and the elected Welfare Officers

### Sports and Societies Committee

#### There shall be a Sports and Societies Committee of the SRC composed of:

##### The Sports and Societies Officer, as Chair;

##### one or more sports photographer;

##### one or more sports journalists/junior sports publicity officers;

##### one or more further members in general assistance role.

#### The Sports and Societies Committee shall:

##### Organise and execute Cuth’s Varsity, the festival of sport, and assist in the organisation of Clubs and socs formal

##### Publicise events, fixtures and achievements of college sports and societies

##### Meet at least once a term

### Welfare Committee

#### There shall be a Welfare Team of the SRC composed of:

##### The 2 SRC Senior Welfare Officers

##### The Welfare Executive Committee, who must be full members of the SRC, and who shall:

###### Be subject to a well-publicised, rigorous application process open to all SRC members

The application period must entail an in-person interview, although additional processes are welcomed

It is further required that the relevant SRC Executive Officers partake in the application processes for certain Welfare Executive Committee positions, as detailed below

Any appeals should be directed to the SRC Chairperson

###### Assume the position immediately, following acceptance to the team. The position may be held for a year.

###### Assist the elected Welfare Officers in performing the duties of the Welfare Executive Committee

###### Be trained under the responsibility of the elected Welfare Officers to ensure members properly perform the duties of the Welfare Team

##### Welfare reps, who must be full members of the SRC, and who shall:

###### Be subject to a well-publicised, rigorous application process organised by the elected Welfare Officers. The application period must entail an in-person interview, although additional processes are welcomed. Any appeals should be directed to the SRC Chairperson

###### Assume the position immediately, following acceptance to the team. The position may be held for any amount of time, as it is subject to one’s own wellbeing.

###### Assist the elected Welfare Officers in performing the duties of the Welfare Team.

###### Are not subject to assuming the responsibilities of their role, outside of their assigned ‘office hours’ on the drop-in rota unless they are requested to provide additional assistance by the elected Welfare Officer. If contacted for help outside of these hours by SRC members, welfare reps should:

Be respectful and understanding of the person(s) who may have contacted them for help

Inform them of the ‘office hours’ over which they will be on duty and/or direct them to another welfare rep who may be on duty at the time.

###### May be asked to assume the responsibilities of “Welfare reps” during freshers’ week.

###### Be trained under the responsibility of the elected Welfare Officers to ensure members properly perform the duties of the Welfare Team

#### The Welfare Executive Committee, in addition to their responsibilities as members of the Welfare team detailed below, shall:

##### Aid the students of Hild Bede with any queries or issues regardless of their background, this includes but is not limited to:

###### Publicising the activities undertaken by the Welfare Executive Committee and the issues they are tackling

###### Liaising with the Liberations Committee to offer welfare support to the minority students they represent, through the selection of a mutual representative who shall sit both on the Welfare Executive Committee and the Liberations Committee

The selection of this mutual representative shall involve discussion between the Communities and Liberations Officer and the elected Welfare Officers

###### Liaising with the International Committee to offer welfare support to the international students they represent, through the selection of a mutual representative who shall sit both on the Welfare Executive Committee and the International Committee

The selection of this mutual representative shall involve discussion between the International Officer and the elected Welfare Officers

###### Communicating with the DSU in order to disseminate welfare information and resources from the wider university to Hild Bede students as they deem necessary

This shall be done in collaboration with the Senior Students’ Union Representative

###### Ensuring students living out of college are adequately supported by the Welfare Team, through disseminating information, campaign material and through ‘drop-outs’

##### Assist the Welfare Team in their role of supporting Hild Bede students under the direction of the elected Welfare Officers

#### The Welfare Team shall:

##### Aid the students of Hild Bede with any queries or issues regardless of their background, this includes but is not limited to:

###### Opening the Welfare lounge for “drop-in sessions” where a member of the team will listen to the students queries in a confidential and safe space.

The rota for these sessions shall be created and distributed under the direction of the elected Welfare Officers

###### Help to run campaigns on issues reflecting the needs of the Hild Bede students.

###### Signposting about other resources which can further benefit the students of Hild Bede.

###### Provide students with suitable contraception and feminine hygiene products etc.

##### Uphold neutrality on potentially divisive topics, so as to avoid inflicting offence, while still upholding the SRC’s pro-liberation policy.

### Liberations Committee

#### There will be a Liberations Committee composed of:

##### The Communities and Liberations Officer, as Chair;

##### A member, who identifies as working class, to represent the interests of the working classes, in college;

##### A member of the LGBT+ community, to represent the interests of the LGBT+ community, in college;

##### A person of colour, to represent the interests of people of colour, in college;

##### A person of disability, to represent the interests of those with disability, in college.

#### Liberations Committee shall:

##### Raise issues of diversity, discrimination, and minority directed unfairness, in college;

##### Combat issues of diversity, discrimination, and minority directed unfairness, in college;

##### Liaise with the Welfare Executive Committee to offer welfare support to the minority students they represent, through the selection of a mutual representative who shall sit both on the Welfare Executive Committee and the Liberations Committee

###### The selection of this mutual representative shall involve discussion between the Communities and Liberations Officer and the elected Welfare Officers

### Finance Committee

#### There shall be a Finance Committee of the SRC composed of:

##### The Treasurer, as Chair.

##### The Chairperson of the Council, as a non-voting Secretary.

##### The President.

##### The Sports & Societies Officer, who shall:

###### In conjunction with the Treasurer, be responsible for overseeing the accounts of every Sport & Society affiliated with the SRC.

###### In conjunction with the Treasurer, co-ordinate with each Sport & Society President/Treasurer with regards to an annual budget and provide such assistance as may be necessary.

##### The Events Treasurer, who shall:

###### Be an ordinary full member of the SRC.

###### Hold the position for a period of one year.

###### Be subject to a well-publicised, rigorous application process organised by the Treasurer, and be chosen by mutual agreement of the Treasurer, Ball Officer, Social Secretary and President from all valid applications.

Any appeals should be directed to the SRC Chairperson.

###### In conjunction with the Ball Officer, President and Treasurer, be responsible for constructing and presenting the budget for each Ball to Finance Committee.

###### In conjunction with the Social Secretary and Treasurer, be responsible for constructing and presenting the budgets for any College entertainments.

##### Three Auditors, who shall:

###### Be ordinary full members of the SRC.

###### Hold the position for a period of one year.

###### Be directly elected using the online STV system in a process organised by the SRC Chairperson.

###### Present a Joint Auditor’s Report to each SRC meeting to inform SRC members of the state of the finances of the SRC.

#### The Budget for the SRC financial year (1st September through to 31st August) shall be constructed and presented to the committee by the Treasurer & President.

##### This must be approved by the committee by a majority vote.

##### The committee reserves the right to amend the budget at any time to ensure prudent and flexible practice.

###### Any appeals from budget holders who feel disadvantaged by retrospective action should be directed to the SRC Chairperson.

#### The role of Finance Committee is to ensure the SRC account is monitored suitably, ensure fair allocation of budgets to clubs, societies, committees and any other SRC members who have access to funds within the SRC account (these groups shall hence forth be referred to ‘budget holders’) and ensure any use of SRC money is appropriate.

#### It is beyond the mandate of finance committee to force a budget holder to spend their money in a particular way. However, finance committee may deem planned expenditure of a budget holder as inappropriate use of SRC funds and insist on the budget holder returning with an alternative. It must be clearly stated in the minutes why this decision was made.

##### For example, the committee may vote to amend the budget for Grants Committee but does not have the authority to mandate which grants should be made.

#### Finance Committee can request a thorough breakdown of all expenditures and incomes of budget holders that receive funding before it can be used. This is to maintain transparency, fair play and ensure appropriate use of SRC funds.

##### This request cannot be refused without good cause. Any appeals should be directed to the SRC Chairperson.

#### The committee may ask a relevant responsible officer to explain any anomalies within the accounts. In the case of malpractice, a Vote of Censure must be submitted by the committee to the subsequent SRC meeting. If this Vote of Censure passes and there is evidence that such malpractice persists, then a Vote of No Confidence must be submitted by the committee to the SRC meeting which follows.

#### The minutes of each committee meeting must be published at the following SRC meeting.

### Environment Committee

#### There shall be an Environment Committee of the SRC composed of:

##### The Environment Officer, as Chair;

##### Elected reps, who are ordinary full members of the SRC, and who shall:

###### Assume the position immediately once the election result is known and shall hold the position for a period of one year;

###### Hold specific roles within the committee, with these roles decided at the discretion of the Environment Officer;

###### Assist the Environment Officer in performing the duties of the Environment Committee;

###### Be subject to a rigorous application process organized by the Environment Officer, following the advertisement of the committee at the Michaelmas freshers’ fair. Any appeals should be directed to the Chairperson of the Council.

#### The Environment Committee shall:

###### Meet at least fortnightly, to discuss improving college waste provisions and other environmental concerns;

###### Contribute to environmental policy on a college and university scale;

###### Organise environmental campaigns and events and, as appropriate, apply to the SRC Treasurer and President to obtain funding for these events, where necessary;

###### Raise environmental concerns, and lobby for these causes on behalf of the SRC;

###### Aim to increase the reduction of waste as much as is feasible

### College Day Committee

#### There shall be a College Day Committee of the SRC composed of:

##### The Vice President, as Chair;

##### The President

##### The Social Secretary, as ex officio Head of Entertainments

##### The Sports and Societies Officer

##### The Treasurer

##### Any other members of the Executive Committee, invited at the Vice President’s discretion

##### Appointed reps, who are ordinary full members of the SRC, and who shall:

###### Assume the position immediately once appointed and shall hold the position for a period of one year,

###### Assist as directed by the Committee with the organisation of College Day,

###### Attend College Day and be available to assist the Vice President in any of their duties,

###### Be assigned a specific area of responsibility on the committee if the Vice President chooses to do so, and undertake the tasks required in this area.

#### The College Day Committee shall organise and run College Day in conjunction with the Vice President.

#### The Head of Entertainments shall also:

##### Be responsible for the provision of indoor and outdoor entertainments,

##### Be responsible for booking live music acts;

##### o) Gym Committee

##### i) There shall be a Gym Committee of the SRC composed of:

##### 1) The President, as Chair

##### 2) The Sports and Societies Officer

##### 3) Appointed Gym reps, who are ordinary full members of the SRC, and who shall:

##### a) Assume the position immediately once appointed and shall hold the position for a period of one year

##### b) Be responsible for inducting students wishing to use the college gym

##### c) Receive a free college gym membership (or a refund on their gym membership, if applicable)

##### d) Liaise with college operations about upkeep of the gym, and any safety issues which arise

# Memoranda

## Reviews

### This section contains a complete and up-to-date list of memoranda published by the SRC.

### These memoranda shall be reviewed at least once every three academic terms by a vote of the sitting Exec (the procedure for which is stated in Section 10.02).

#### If the Exec vote to uphold a memorandum, no further action shall be taken

#### If the Exec vote to alter/repeal a memorandum, the change shall be classified as major or minor by steering committee. After this, the change must pass through the relevant procedure (as detailed in Section 3.02).

### The Memoranda may also be amended by any member of the SRC in the same way as any other part of the Standing Orders (the process for which is laid out in Article 3).

## Motion to Disaffiliate Hild Bede SRC from Durham Students’ Union

### This memorandum was last reviewed on the 21st of March 2020

### This SRC notes:

#### Durham SU has on several occasions disregarded the will of SU Assembly – for example, by ignoring its stipulation that SU Officers remain neutral in elections, and making Assembly an intentionally difficult space for college common rooms to effect SU reform.

#### Durham SU's recent Officer and Trustee elections display evidence of election malpractice and antidemocratic behaviour, from both sabbatical officers and staff.

#### Durham SU disqualified Re-Open Nominations in an unprecedented response to a complaint about a breach of election rules.

#### Durham SU confirmed in an Open Forum held on the 12th March that all votes cast by those who listed Re-Open Nominations as a first preference were deleted, including their second, third and subsequent preferences.

#### This violates the requirements, through their own standing orders, of including Re-Open Nominations as a candidate in all elections (standing order C-9), of running their elections by Single Transferable Vote (standing order C-8), and of the right of all members to have a vote in elections (standing orders A-1 and A-2).

#### Durham SU has breached other standing orders including C-1 which states that “the returning officer will be appointed at the first meeting of Assembly in each Academic Year”. The breach of this standing order had consequential effects on the outcome of the election for SU Officers and Trustees.

#### The results of the Durham SU Officer and Trustee elections were declared pre-emptively without publishing the full breakdown of the results. Therefore, they provide no evidence that those announced as the new Officers and Trustees won their respective elections democratically.

#### Durham SU's response to growing student concerns about their democratic processes has been dismissive, including falsely implying that all common room presidents and SU Reps were invited and refused to contribute to their democracy review and claiming that those who voted to Re-Open Nominations did not in fact want to re-open nominations.

#### Disaffiliation from Durham Student’s Union would not affect Hild Bede students’ position to remain members of the Student’s Union or their ability to partake in SU student groups, societies, events or associations. Hild Bede students would remain on Durham SU’s mailing lists and therefore would continue to receive essential communications from the SU.

### This SRC believes:

#### That the treatment of the elections and election results, as described above, amounts to nothing short of election rigging, and stands as sufficient evidence to declare Durham SU institutionally undemocratic.

#### That Hild Bede SRC no longer respects Durham SU’s authority to represent students, having discounted any votes which placed Re-Open Nominations as first preference, therefore silencing the voices of Hild Bede students in an election in which they were entitled to have their say.

#### That the SU must take immediate action to remedy these concerns.

### This SRC resolves:

#### That until the results of the Durham SU 2020/21 Officer and Trustee Elections are released in full and acted upon, or other substantial enough steps are taken to restore democracy and credibility to Durham SU:

##### We formally announce that Durham SU does not represent the Students of Hild Bede SRC, and instead publicly proclaim to the University and the SU that all representation should be taken directly through the SRC. (SRC representatives will still meet with the SU when necessary, in order to not neglect the interests of the student body).

##### Hild Bede SRC may refuse to promote or publicise SU events or campaigns through SRC channels.

##### Hild Bede SRC may no longer send a voting member to Assembly, in protest to the undemocratic nature of the SU. The SU Rep may continue to attend Assembly to hold the SU to account, and to campaign for greater transparency and democracy while not voting.

## Motion to support the DPOCA campaign “17 letters, 4 words: A racism free Durham”

### This memorandum was last reviewed on the 21st of November 2020

### This SRC wholly endorses the letter below, addressed to Durham University, and written by Mirabelle Otuoze and Jesse Bakare (co-POC representatives for the SRC, 2020/21):

Dear Durham University,

We are writing to you to demand active structural change regarding racism and bigotry within this institution.

On numerous occasions, Durham University has claimed that it has ‘no place for racism’ and that it ‘condemns racism and bigotry in all its forms’. However, amid several reports of racist incidents and hate crimes at Durham, you have failed to show consistent, concrete and active support for your POC students. To truly be a space where there is no space for racism, Durham University must do more to create an environment of trust and comfort for your students of colour.

We ask why racism is so prevalent here yet receives so little attention.

We ask why you denounce racism vehemently when mentioned yet do not foster a safe environment.

The culture of Durham University is not one that condemns and reject racist attitudes and behaviours. Nor does the culture of Durham University celebrate and support POC cultures and communities. This needs to change.

As such, we will outline the Durham University many desperately want to see:

Durham University must honestly address its complicity in the prevalence of racism within its institution. Your denouncing of racism is purely performative unless time is taken to reflect and act, rather than empty virtue signalling. We ask that Durham University identifies, recognises and publicly acknowledges its role in facilitating racism. How will you dismantle and resolve these issues?

Durham University must diversify Durham. To diversify, you must make your social spaces, curriculums and campus more diverse. Durham University is below the Russell Group average in hiring BAME academics and in accepting BAME students (excluding Chinese). As such, Durham must hire more POC staff and provide an environment that students of colour will thrive in. While it is important to create a representative space, it is not enough to bring diverse student populations into an environment that negates them. By doing this, the root of the problem is not solved. The attitudes, beliefs, and policies in your environment that negate POCs and their experiences will still exist, with simply more students to become exposed to them.

Durham University must listen to its POC students and work with us to improve the quality of life. Monitor whatever you implement and ensure that your programmes and initiatives positively impact POCs.

Durham University must remain engaged and remain transparent. By listening to feedback, advice, complaints and suggestions - coupled with a dedication to action, it will become evident that you are actively seeking to better your student and staff community.

Durham urgently needs to adopt a zero-tolerance policy (naturally with due processes afforded) towards racism and bigotry. There must be consistent and clear consequences for those who commit aid in fostering, upholding and normalising the racist environment within your university. It must be clear to all staff and students that racism and bigotry in all its microaggressions, attacks and other forms, is taken seriously by the university.

Moreover, you must educate your students. Every student must be aware of the values and beliefs that are acceptable within your institution. You could do this through mandatory educational programmes upon entry to the university (for both students or staff) or through promoting the works of existing POC societies and groups.

Being anti-racist is not something that one invests in for a season, a term or a few years. Anti-racism must become a part of Durham University. Anti-racism must permeate every domain of university life. Anti-racism must be present within every aspect of the academic sphere.

Nonetheless, racism will not be eradicated overnight.

However, with the help of POC societies like the Durham People Of Colour Association (DPOCA), the African and Caribbean Society (ACS) and all the collegiate liberations committees; Durham University must establish a clear and concrete plan for the future. This plan must not be established by the means of the tiring labour of POC students and staff, but it must be an issue for all within the university.

Durham University must be consistent, persistent and transparent in all that it does.

Durham is a great university, however, it can and must strive to do better.

Signed,

Mirabelle Otuoze and Jesse Bakare (co-POC Representatives for Hild Bede SRC, and of Hild Bede Liberations Committee)

And

Joseph Cheadle, President of the College of St Hild and St Bede SRC 2020/21

The SRC of the College of St Hild and St Bede

The Executive Committee of the SRC of the College of St Hild and St Bede 2020/21

The Liberations Committee of the SRC of the College of St Hild and St Bede 2020/21

## Creation of a Participation Fund

### This memorandum was last reviewed on the July 9th 2022

### This SRC approved the creation of a Participation Fund, outlined below,

A Participation Fund will be made available every academic year, with the amount of money awarded dictated within the annual financial forecast made by the President and Treasurer.

The fund is designed to increase the accessibility of extracurricular activities to Hild Bede students who may otherwise find it difficult to afford the activities.

Appropriate uses of the fund include, but are not necessarily limited to:

- ‘Subs’ for Hild Bede SRC sports and societies

- Specialist kit that is required for Hild Bede SRC sports and societies

- Sports or arts competitions and events (entrance or transportation fees)

- Accredited training courses

The fund cannot be used for:

- Activities which are not related to Hild Bede or the University by extension (if an individual is representing Hild Bede college).

- Anything that contradicts the SRC Standing Orders or Memoranda.

Individuals who wish to benefit from the fund must fill out an application form and return it to either the President or Treasurer by requesting a physical copy then posted into the SRC Office letterbox or via email. The form must detail, as a minimum:

- The amount of money the individual is requesting

- How the money will be spent, preferably including an itemised list

- How receiving the funds will benefit them specifically

All applications will be reviewed by a panel normally consisting of the SRC President, Chairperson, Sports and Societies Officer, and Treasurer. If necessary, an informal meeting with the applicant will be called to determine how the funding will be distributed or to ask for further information.

- Recipients whose requests involve funding for SRC activities will be prioritised above those who require it for activities in the wider University.

- Applications that exhibit a lot of relevant detail and context will be viewed more favourably.

- The panel may at their discretion choose to provide an applicant with more or less than the full sum which they applied for.

- All applicants will receive an email of notification telling them whether their request was successful within two weeks of the panel meeting.

The fund will be opened to applicants once termly, except in exceptional circumstances at the discretion of the panel.

- The panel must ensure some funding is available for each round of applicants, unless it is decided that the schedule is not appropriately distributed.

- The window for applications to be considered will be well publicised at least two weeks in advance of the deadline.

# Appendices

## Amendments

### As stated in Section 10.02(i): “The Exec have the power to amend the Appendices of the Standing Orders in an Exec Meeting. Any proposal to amend an appendix shall be published to the SRC and all members shall be welcome at the Exec meeting at which it is being discussed.”

### The Appendices can also be amended in the same way as any part of the Standing Orders may be altered as laid out in Section 3.02.

## Rules for Campaigns

### The process of elections and the purpose of these rules are to ensure the proper, democratic, and orderly election of Executive Officers to the SRC Executive Committee.

### Therefore, it is expected that candidates seeking election will not only abide by the letter of these rules but also act within the spirit of the rules. That is, to act appropriately and fairly at all times in the spirit of a proper democratic process.

### The Senior Returning Officer (usually the SRC Chairperson), with the assistance of the Steering Committee, will monitor elections and ensure these rules are followed. Failure to keep within the letter and spirit of the rules may result in penalisation up to and including disqualification from the election at the discretion of the Senior Returning Officer in consultation with the Steering Committee.

### The SRC Chairperson may not act as the Senior Returning Officer, for an election, if they are seeking election themselves.

### Nomination Procedure:

#### Candidates must:

##### Be nominated by one full SRC Member and seconded by one full SRC Member. Present Executive Committee members, members-elect and Steering Committee members may not nominate or second a candidate.

##### Enter, to the Senior Returning Officer, a copy of their manifesto, of no more than 250 words, by email and on a hard copy to the SRC Letterbox by 18:00 on the date detailed below entitled 'Nomination Deadline' according to the position for which they are entering.

##### Enter, to the Senior Returning Officer a completed nomination form, signed by the candidate, proposer and seconder.

### Candidates may:

#### Conduct a neutral campaign during the nominations period (i.e. create but not distribute campaign materials, advertise the election as a whole, but not make specific requests for votes). The nominations period begins as soon as the nomination procedure has been publicised.

#### Conduct an online publicity campaign, once all valid candidates have been formally declared (by the Senior Returning Officer).

#### Conduct a physical (as opposed to virtual/on-line) publicity campaign consisting of flyers beginning after their hustings at the assigned SRC Meeting. If the Senior Returning Officer deems the information displayed to be misleading or factually inaccurate then the offending material must be taken down and an apology published by the candidate. If the infringement is deemed serious enough, further penalties including disqualification may be imposed.

#### Not attempt to bribe voters, other candidates or election officials.

#### Not attempt to harass or intimidate voters, other candidates or election officials.

#### Not attempt to affect the election outcome in such a way that would be construed as against the democratic principles this SRC enshrines in its constitution.

#### Not use gifts or giveaways as part of their publicity campaign, as this shall be interpreted as bribery.

#### Not canvas for votes by knocking on doors of residences of other students.

#### Not campaign in the dining hall.

#### Not provide software such that a voter could be pressured to vote immediately under the supervision of the candidate.

#### Campaign by sitting at the table directly outside the dining hall, as well as the tables in the foyer to the Caedmon complex. Steering Committee reserves the right to revoke this platform if such campaign is construed to be harassment.

#### Put posters up only on notice boards in college (strictly Hild Main building and the Caedmon complex – not in accommodation blocks) and other appropriate places. They may not cover more than an area equivalent to three A3 pieces of paper per board. Fliers may not exceed more than the area of an A6 piece of paper.

#### Only put posters in the Caedmon complex on the SRC noticeboard outside the bar.

#### May only hand out leaflets to voters in person, not leave them scattered around for people to see – that is the purpose of posters.

#### Display posters in the College Bar only with the express permission of the bar staff (please also note that the domestic services staff reserve the right to remove flyers from these rooms when cleaning).

#### Display posters on their study-bedroom door, and on those of your friends (with their consent), but not on non-acquaintance's doors, or the doors to toilets, showers, pantries, etc.

#### Not display posters in the post and computer rooms (as well as reception) in the main building, although you may distribute flyers in these rooms (please also note that the domestic services staff reserve the right to remove flyers from these rooms when cleaning).

#### Not interfere with, alter or damage any other candidate's publicity campaign.

#### Not make any reference, directly or indirectly, to another candidate in any element of campaigning.

#### Send promotional emails and text messages to friends and relatives.

### Use of Facebook:

#### Candidates may use 'Facebook Chat' to encourage people to vote in the election. This includes ‘Group Chats’

#### The creation of group chats to enable the dissemination of information to disparate groups is prohibited. The use of group chats is confined the pre-existing groups.

#### Candidates may 'Message' others on Facebook.

#### A 'status' may only be used to advertise the election. A specific request for votes may be made in this status.

#### Profile pictures may be used by the candidate or any supporters to advertise the election.

#### The Senior Returning Officer will create a Facebook event to advertise the hust, to which each candidate will be added as an administrator to invite whomever they wish.

#### Candidates may create their own Facebook groups/events for the hust/campaign, to which the Senior Returning Officer must be added as an administrator to monitor activities. Specific requests for votes can be posted in this event.

#### Specific requests for votes on events unrelated to the Election campaign is prohibited, as it is regarded as spam.

#### Candidates may make at most one neutral post advertising the election on a group they are already a member of, only with the express permission of a group admin. Biased posts, posts without permission and multiple posts per candidate are prohibited, as this is regarded as spam.

#### These rules apply in principle to all social media sites/platforms.

### Use of Instagram:

#### Personal posts advertising one’s candidacy is permitted.

#### Personal messages are permitted.

#### Specifically made campaign accounts are, with the appropriate transparency, permitted.

### Infringement:

#### If any of the above rules are broken:

##### When concerning publicity, the first time a rule is infringed, the offending publicity will be removed and the infringing candidate may reclaim it from the President's flat and re-use it, providing the infringement did not take place in the content of the publicity. The second time an infringement is found; the offending publicity will be removed and destroyed. After that, either the deduction of votes and disqualification will be implemented.

##### The action to be taken for the breaking of any of the rules set down above is up to discretion of the Chair.

### Appeals & Reporting:

#### If you feel that any of these rules have been infringed by another candidate, you may report the incident to the Senior Returning Officer, either by email or through the President (by going to the SRC Office or by phone on 0191 334 8575) - you should not take any action yourself.

#### Once a breach of the rules is discovered (either from a report, a complaint by a member of the electorate or unilaterally), the Senior Returning Officer has the discretion to take any action deemed appropriate.

#### If a candidate feels they have been treated unfairly by the imposition of a sanction, they may appeal through the process outlined in Section 9.06.

## Draft Club Constitution

### Preface

#### In this constitution the following terms shall be understood to have the following meanings:

##### ‘[Club acronym]’ refers to [the Hild Bede SRC affiliated \_ club]

##### ‘[Club] member’ or ‘member’ refers to any subscription-paying member of [club]

##### ‘Exec’ refers to the [club] executive committee, as elected at the AGM by [club] members

##### ‘SRC constitution’ refers to the standing orders of Hild Bede SRC, as made available on the SRC website

#### [Club] is affiliated to Hild Bede SRC. Agreement is accordingly made to comply with all SRC and college regulations, in particular the club and society regulations in article 3, and the finance guidelines in article 5 of the SRC constitution.

#### When there is a conflict between this document and the SRC constitution, the SRC constitution shall take precedence.

### Membership

#### [Club] exists to allow members to take part in [activity] at a college level. Membership is open to all full SRC members (as defined in the SRC constitution), but the exec reserves the right to extend membership to those outside the college.

#### All members are subject to this constitution, and to the constitution of the SRC.

#### In order for a person to become a full member of [club], they must pay a subscription fee of [amount] annually. This fee is collected [once a year/term/whatever]. This fee applies at the same level to all members.

#### All members, providing they will be a member during their term of office, are eligible to be elected to the exec. This takes place at the AGM, to which all members must be invited.

### Finances

#### [club] finances are held as part of the SRC account. All [club] income and expenditure must go through this account.

#### Revenues are composed of:

##### Subscription fees

##### Sponsorship

##### Ticket sales

##### [whatever else]

#### The above list may not be exhaustive; all [club] revenues must be paid (directly or indirectly) into the SRC account.

#### Expenditures are composed of

##### [pitch hire]

##### [equipment purchase/maintenance]

##### [referee fees]

##### [whatever else]

#### The above list consists of all [club] expenditure that the SRC treasurer will approve as a matter of routine. Expenditure additional to this list is subject to the approval of the SRC treasurer. One-off expenses are eligible for applications to grants committee.

#### Stash does not need to be paid through the SRC account.

#### [club] shall maintain a balanced budget. If this does not seem achievable, the [captain/president] and treasurer shall contact the SRC treasurer in order to discuss mitigating measures. The treasurer can be contacted at [###treasurer@hildbede-src.com###](mailto:%2523%2523%2523treasurer@hildbede-src.com%2523%2523%2523).

### Executive committee

#### The [Club captain/president] will:

##### Be responsible for the overall operations and direction of [club].

##### Represent [club] to all extra-club bodies (SRC, college, university, etc).

##### Attend captains’ meetings with the SRC Clubs and Societies Officer.

##### Attend all SRC meetings and report relevant information to the rest of the exec.

##### [specific duties]

#### The Treasurer will:

##### Be responsible for the finances of [club].

##### Be responsible for the collection of subscription fees and their payment into the SRC account, the drawing up of a budget for the year, and the submission of all expenses claims.

##### Be responsible for the organisation and submission of any application to grants committee.

##### [club-specific payment duties]

#### [Other exec members]

##### [their duties]

### AGM

#### The AGM will occur [at a particular time of year]

#### The AGM will be open to all members, and a reasonable effort will be made to notify every member of its specific date.

#### Election of the exec will take place at the AGM. Having been elected, officers of the exec will serve from [a particular time of year] to [a particular time of year].

##### Elections will take place as follows:

###### [However your club runs them: is there a particular order to the husts, what kind of voting process do you use, etc]

#### At the AGM, ratification of this constitution shall take place. All modifications to this constitution must be ratified by [club]’s membership before being presented to the SRC clubs and societies officer.

### Extraordinary General Meetings

#### These can be called by the [captain/president, and any other relevant exec members] for the following reasons:

##### An exec member has resigned their position

##### A concern has arisen which requires a decision from all members

##### [other club-specific reasons]

#### All members must be invited to the meeting, with reasonable notice.

#### Members must be made aware of the reasons for calling the meeting.

#### Elections as described in 5.3.1. can take place at such a meeting.

#### All officers elected at an EGM will serve until the date specified as the end of an exec members term, after the AGM. This will be less than the usual term of an exec member.