

The Constitution and Standing Orders of the College of St Hild and St Bede
SRC

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Constitution and Standing Orders of
The College of St. Hild and St. Bede SRC

1.0 Name.

The body referred to in this Constitution and Standing Orders as the SRC is the Student Representative Council of The College of St. Hild and St. Bede Junior Common Room and Middle Common Room.

1.1 All members of The College of St. Hild and St. Bede in statu pupillari, the sabbatical President and honorary members are members of the SRC.

1.1.1 All members of the College have the right to opt out of membership of the SRC.

1.1.2 Members have until the fourth week of the Michaelmas term to opt out of SRC membership.

2.0 Aims and Objectives

The student body's objects are:

- 2.1 to advance the education of its members.
- 2.2 to provide in the interests of the social welfare of its members, facilities for recreation or other leisure time occupation, being facilities:
 - 2.2.1 which will improve their conditions of life by enabling them to participate in the intellectual, social and other activities of or connected with the student body.
 - 2.2.2 of which they have need by reason of their being students.
- 2.3 In furtherance of the objects specified above, to act as a channel of communication between its members, and the University and other bodies.

3.0 MEETINGS OF THE SRC

The SRC shall be governed by Meetings of the SRC (hereinafter referred to as a 'Meeting').

3.1 Types of Meeting:

There shall be two types of recognised Meeting:

3.1.1 Ordinary Meetings of the SRC shall normally be held on the second, fourth, sixth and eighth Sundays of each term, except in the Easter Term when no Meeting shall be held in the sixth week.

3.1.2 Extraordinary Meetings of the SRC shall only be held in emergency situations.

3.2 Summoning Meetings:

- 3.2.1 The Chairperson of Council (hereinafter known as the 'Chairperson') shall summon as many Ordinary Meetings of the SRC per term as stated in 3.1.1.
- 3.2.2 Extraordinary Meetings may, in cases of urgency, be summoned by the Chairperson, and shall be summoned by him/her within 72 hours of receiving a written petition signed by 10% of the SRC or a formal request from the Executive Committee.

3.3 Notice of Meetings:

3.3.1 Notice of Ordinary Meetings shall be posted in prominent areas of College not less than 4 days before the meeting is to take place.

3.3.2 Notice for Ordinary Meetings should contain time, date and place and the deadline for submissions and motions.

3.3.3 Notice of Extraordinary Meetings shall be posted in prominent areas of College not less than 48 hours before the meeting is to take place.

3.3.4 Notice of Ordinary Meetings should be followed by notice of the proposed motions to be discussed during that Meeting, posted in prominent places around College by midnight Friday at the latest.

3.4 Composition of Meetings:

The Meetings shall be composed of the following:

3.4.1 The Chair, who shall:

- 3.4.1.1 normally be the Chairperson of Council; but in the absence of the Chairperson:
 - 3.4.1.1.1 the President shall take the Chair until the Chairperson's return.
 - 3.4.1.1.2 In the event of the President also being absent, a member of the Steering Committee shall take the Chair until his/her return.
 - 3.4.1.1.3 and in the event of no member of the Steering Committee being present, a member of the Executive Committee shall take the Chair and another member of the Executive Committee shall take the minutes.
 - 3.4.1.1.4 and if no member of the Steering Committee is present and no Executive Officer is suitable or willing to take the Chair, the Meeting shall be chaired by an Ordinary Full Member of the SRC, elected by the Meeting, who has no direct interest in the matter in hand.
- 3.4.1.2 remain impartial to the affairs of the SRC at all times.
- 3.4.1.3 have precedence over all other members of the meeting, who shall remain silent while s/he is addressing the meeting.
- 3.4.1.4 make rulings, wherever possible in conjunction with the Steering Committee, on the interpretation of the Constitution, Standing Orders and Policy of the SRC.
- 3.4.1.5 make rulings, as whenever appropriate, on whether questions asked of candidates, SRC Officers, DSU Links Officer and/or guests are in order, have a bearing on SRC business and are therefore required to be answered.
- 3.4.1.6 have a casting vote in the event of a tie, when s/he shall use his/her vote in order to retain the 'status quo'. Otherwise s/he may not propose, second, speak or vote for or against any motions or ask questions of candidates for elections conducted during the Meeting, other than in his/her capacity as Chair.
- 3.4.1.7 give preference to those who have not spoken on the matter under debate.

- 3.4.1.8 repeat questions asked from the floor.
- 3.4.1.9 ensure that suitable seats are made available for hearing impaired students.
- 3.4.1.10 normally be the Chair of the Steering Committee.
- 3.4.2 The Steering Committee, who shall:
 - 3.4.2.1 remain impartial to the affairs of the SRC at all times.
 - 3.4.2.2 take the minutes of the Meeting.
 - 3.4.2.3 count the votes for elections conducted during the Meeting.
 - 3.4.2.4 assist the Chair in making rulings as necessary on the interpretations of the Constitution, Standing Orders and Policy of the SRC.
 - 3.4.2.5 may propose, second, speak and vote for or against procedural motions, but may not otherwise propose, second, speak or vote for or against motions debated during the meeting.
 - 3.4.2.6 Shall propose and second any automatic motions of censure or no confidence as defined in this constitution.
 - 3.4.2.7 In order for the undertaking of the above, following the last Ordinary Union Meeting of each term, shall organise the compilation of an attendance list of junior and the Senior DSU Reps to those Union Meetings that term, in conjunction with the DSU steering Committee.
- 3.4.3 The Executive Officers, who shall:
 - 3.4.3.1 be accountable to Meetings where they shall be required to make reports and answer questions from the floor.
 - 3.4.3.2 be able to propose, second, speak and vote for or against motions, ask questions of candidates and vote in elections conducted during Meetings.
- 3.4.4 Other Full Members of the SRC, who shall:
 - 3.4.4.1 be able to propose, second, speak and vote for or against motions, ask questions of candidates of SRC officers and vote in elections conducted during Meetings.

3.4.5 Honorary Members of the SRC, who shall:

3.4.5.1 be able to speak to speak at Meetings, but may not propose, second or vote.

3.4.6 Guests of the Meeting, who shall:

3.4.6.1 be able to attend all or part of the Meeting with the consent of the Meeting or with the advance permission of the Chair of the Steering Committee, who shall obtain the consent of the Meeting when the guests arrive.

3.4.6.2 be able to speak at Meetings, but may not propose, second or vote.

3.5 Quorum:

- 3.5.1 The quorum for the Meeting shall be 7% of the voting members of the SRC.
- 3.5.2 If a Meeting appears to be quorate, it shall remain quorate until a quorum count or votes cast on a motion prove it to be inquorate.
- 3.5.3 An inquorate Meeting may not pass policy of any kind, but may refer matters that are of a financial nature or could cause legal action to be instigated against the SRC to the Executive Committee for a decision.
- 3.5.4 Clubs and societies that receive grants from the SRC must ensure that 7% of their membership, to the nearest whole attend each SRC meeting.

3.6 Business of the Meeting:

Meetings shall be able to hear reports and ask questions of SRC Officers, Representatives and Committees, debate motions and decide Policy. Meetings shall also be able to hear hustings for candidates seeking election to recognised positions within the SRC's administration and committee structure and elect Members to SRC Committees, Representation and non-Executive posts.

3.6.1 Steering Committee Report

This shall include:

- 3.6.1.1 Apologies for absence received from any SRC Officers.
- 3.6.1.2 Details of, and grounds for, any changes to the agenda.
- 3.6.1.3 Details of, and grounds for, any motions being ruled out of order.
- 3.6.1.4 Details of, and grounds for, any election nominations being ruled out of order.
- 3.6.1.5 Details of the result of any elections held since the last meeting.
- 3.6.1.6 Announcements relating to the running of the Meeting.

3.6.2 Reports and Questions of SRC Officers:

- 3.6.2.1 The Officers of the Executive Committee shall make a verbal report of their actions in connection with the business and administration of the SRC, to each Meeting.
- 3.6.2.2 If an Officer of the Executive Committee is unable to attend a Meeting s/he shall submit a written apology and a written report to the Chair of Steering Committee prior to the Meeting. The Chair of the Meeting shall read the report on the Officer's behalf.
- 3.6.2.3 Officers of the Executive Committee shall be expected to answer questions having bearing to their duties to the SRC. The Chair shall rule on whether questions relate to SRC duties.

3.6.3 Reports and Questions of SRC Committees.

- 3.6.3.1 The Chair, Secretary or elected member of the Committee shall give a report of the Committee's actions in the conduct of SRC business, if a member of the Meeting requests a report.
- 3.6.3.2 The Chair, Secretary or elected member of the Committee shall only be expected to answer questions relating to actions of the

Committee in the conduct of SRC business. The Chair shall rule on whether questions relate to SRC business.

- 3.6.3.3 There shall be an opportunity to ask questions with a bearing on their activities relating to SRC business.

3.6.4 Motions

3.6.4.1 Any motion to be considered by a meeting must be proposed and seconded by at least two Full members of the SRC.

3.6.4.2 The deadlines for submission of motions for consideration by meetings are as follows:

3.6.4.2.1 At least midnight Wednesday prior to an Ordinary Meeting.

3.6.4.2.2 At least 24 hours prior to an Extraordinary Meeting.

3.6.4.3 Any motion submitted after the deadline for motions for Ordinary 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 Executive Committee will decide if the business is of the nature described.

3.6.5.3.1 The following may not be moved as emergency motions:

3.6.5.3.1.1 A Motion authorising the expenditure of SRC funds.

3.6.5.3.1.2 A Motion to alter the Constitution and Standing Orders.

3.6.5.4 Any Motion which does not convey the detail and principles of the matter to be discussed shall be ruled Out Of Order by the Steering Committee.

3.6.5.5 Any Motion which conflicts with the Standing Orders shall be ruled Out Of Order by the Steering Committee.

3.6.5.5.1 Motions ruled Out Of Order shall be mentioned in the Steering Committee report. Such Motions may be included at the end of the Agenda Paper at the discretion of Steering Committee.

3.6.6 Policy

3.6.6.1 A Policy of the SRC may only be adopted, amended or rescinded by a Motion and duly approved by a quorate Meeting or referendum.

3.6.6.2 Any Policy adopted by the SRC which conflicts with the existing Policy of the SRC shall be deemed to have replaced those parts of the existing Policy with which it conflicts.

3.6.6.3 Any Policies of the SRC shall lapse on the third anniversary of their proposal. In the term before they are due to lapse the Steering Committee shall post a list of Policies to be rescinded in this manner on the SRC Noticeboard.

3.6.6.4 Alteration of Policy

3.6.6.4.1 No Policy status adopted by a Meeting may be altered within two terms of its adoption.

3.6.6.4.2 No Policy status adopted by a referendum may be altered within two terms of its adoption.

3.6.7 Elections and Hustings

3.6.7.1 Hustings

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

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

3.6.7.1.3 The candidates for each position shall then 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 the hustings commence.

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

3.6.7.1.5 Candidates should not mention other candidates for the same position when husting or when answering questions. If this does occur, it must be left to the Chair's discretion as to the penalty, with immediate disqualification from the Election process being the maximum penalty.

3.6.7.1.6 When all candidates have spoken, Members of the SRC may ask questions, indicating their intention to do so to the Chair by a raised hand.

3.6.7.1.7 Questions should relate to all candidates and their ability to undertake to which they seek election.

3.6.7.1.8 Questions may be ruled Out Of Order at the Chair's discretion.

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

3.6.7.1.10 Junior Fresher Rep candidates will be asked to attend a short interview prior to the election.

3.6.7.1.11 This interview will include an explanation of the role and expectations of each freshers' rep. The panel comprises of the president, president elect, welfare officer, and the newly elected head freshers' rep. The panel have the power to prevent anyone they deem unsuitable from standing for election. Any appeals can be directed to the SRC chair.

3.6.7.2 Elections during Meetings

3.6.7.2.1 Meetings may elect the following positions:

- 3.6.7.2.1.1 2 DUAU Reps
- 3.6.7.2.1.2 1 Senior DUCK Rep
- 3.6.7.2.1.3 a maximum of 8 junior DUCK Reps
- 3.6.7.2.1.4 4 Sound and Lighting Reps
- 3.6.7.2.1.5 1 Keeper of the College Sledges
- 3.6.7.2.1.6 1 Keeper of the College Chastity
- 3.6.7.2.1.7 1 Computer Room Manager
- 3.6.7.2.1.8 10 Junior Freshers' Reps (and 1 Post Grad Rep)
- 3.6.7.2.1.9 1 Senior Freshers' Rep
- 3.6.7.2.1.10 4 Steering Committee Members
- 3.6.7.2.1.11 4 Ents Committee Reps
- 3.6.7.2.1.12 4 Ball Committee Reps
- 3.6.7.2.1.13 8 Junior DSU Reps
- 3.6.7.2.1.14 2 Reps to Catering Committee
- 3.6.7.2.1.15 1 Rep to College Council
- 3.6.7.2.1.16 2 Reps to Bar Committee
- 3.6.7.2.1.17 2 International Students Reps
- 3.6.7.2.1.18 1 Disabilities Rep
- 3.6.7.2.1.19 1 LGBT Students Rep
- 3.6.7.2.1.20 4 Junior Environment Reps
- 3.6.7.2.1.21 1 Assistant Welfare Rep (Opposite gender to Welfare Officer)

3.6.7.2.2 Candidates seeking elections shall be required to leave the room during the election for their position.

3.6.7.2.3 The electoral system used for elections during meetings shall be at the discretion of the Steering Committee.

3.6.7.2.4 Two candidates may stand for a position jointly by advance permission of the Chairperson.

3.6.7.2.5 For those elections requiring ballot papers, Steering Committee shall produce enough ballot papers sufficient to supply each Member of the SRC present at the Meeting and shall distribute one to each Member.

- 3.6.7.2.5.1 There shall be a Re-Open Nominations category for each election.
- 3.6.7.2.5.2 The Steering Committee shall count the votes in private and shall make the result public as soon as it is convenient.
- 3.6.7.2.6 Full Members of the SRC shall be entitled to propose a motion “to elect an unopposed candidate on a general aye” or “elect candidates by a show of hands”.
- 3.6.7.2.7 Any positions that are left vacant for whatever reason will be elected by a bye-election at the next Ordinary or Extraordinary Meeting.
- 3.6.7.2.8 Candidates seeking election shall be required to leave the room during the election for their position.
- 3.6.7.2.9 Elections shall be organised in the order in which they appear in the Constitution and Standing Orders.
- 3.6.7.3 Elections outside of Meetings
 - 3.6.7.3.1 All Executive Officers shall be elected outside of Meetings.
 - 3.6.7.3.2 Notice of each election shall be given at least seven days before the close of nominations.
 - 3.6.7.3.3 Each candidate must be proposed and seconded by at least seven days before the close of nominations.
 - 3.6.7.3.4 Nominations shall be made in writing on a form provided by Steering Committee for that purpose. The form together with a photograph of the candidate and their manifesto should be handed to the Chair of Steering Committee.
 - 3.6.7.3.5 Each candidate will receive a written copy of the rules regarding the hustings and election. The candidates must abide by these. The penalty for not abiding by the rules should be left to the discretion of the Chair of Steering Committee, the maximum penalty being disqualification from the election.
 - 3.6.7.3.6 Voters shall sign a SRC membership list upon voting.
 - 3.6.7.3.7 E-mail and internet voting is available at the discretion of the Chair of Steering Committee.
 - 3.6.7.3.8

- 4 To elect an assistant welfare rep of the opposite gender to the current welfare rep. This would be elected during the same SRC meeting as the freshers' reps but would use the same format for election as Head Frep (i.e. submission of a manifesto, husting.) It would also be voted on using DeVote.
 - 5 To make the elected international rep a freshers' rep during freshers' fortnight.
- 5.6.7.1.1

- 3.7 Business which may be taken:
 - 3.7.1 In the event of a Meeting being inquorate, the Chairperson shall decide on what items of business may be taken and shall put it to the Meeting that those items be taken.
 - 3.7.2 At Extraordinary Meetings no business shall be taken which does not appear on the Agenda Paper.

- 3.8 The Agenda Paper:
 - 3.8.1 This shall be prepared by the Steering Committee for all Meetings.
 - 3.8.2 The Agenda Paper for an Ordinary Meeting shall normally be ordered as follows:
 - 3.8.2.1 Steering Committee Report.
 - 3.8.2.2 Minutes of the Last Meeting.
 - 3.8.2.3 Matters Arising.
 - 3.8.2.4 Executive Committee Reports and Questions.
 - 3.8.2.5 Reports from SRC Committees.
 - 3.8.2.6 Motions.
 - 3.8.2.7 Hustings and Elections.
 - 3.8.2.8 Hustings and Bye-Elections.
 - 3.8.2.9 Any Other Business.
 - 3.8.3 The Agenda Paper for an Extraordinary Meeting shall normally be ordered as follows:
 - 3.8.3.1 Steering Committee Report.
 - 3.8.3.2 Minutes of the Last Meeting.
 - 3.8.3.3 Matters Arising.
 - 3.8.3.4 Executive Committee Reports and Questions.
 - 3.8.3.5 Reports from SRC Committees.
 - 3.8.3.6 Motions.
 - 3.8.3.7 Hustings and Elections.
 - 3.8.3.8 Hustings and Bye-Elections.
- 3.9 Procedure of Meetings:

During the normal order of debate in the Meeting a Point of Order or a Point of Information may be raised. Procedural motions may also be brought.

- 3.9.1 Normal Order of Debate.
 - 3.9.1.1 The only amendment which may be made to the motion before the commencement of the Meeting is one to rectify a printing or grammatical error.
 - 3.9.1.2 Every motion shall be moved and shall thereafter be open for discussion.
 - 3.9.1.3 Amendments can be made during the Meeting and must have a proposer and a seconder, and must be submitted before a vote is called for the motion in question.
- 3.9.2 Points of Order
 - 3.9.2.1 Any member of the SRC may raise a Point of Order except when a speech is being delivered. Points of Order shall take precedence over all other business except challenges to the Chair.
 - 3.9.2.2 A Point of Order may be raised by a member rising to her/his feet and calling 'Order' or 'On a Point of Order'.
 - 3.9.2.3 Points of Order must be framed as questions to the Chair and must relate specifically to the conduct of the Meeting at the time.
- 3.9.3 Points of Information
 - 3.9.3.1 Any member of the SRC may raise a Point of Information by the call of 'Information' or 'On a Point of Information'.
 - 3.9.3.2 Points of Information must solely seek or offer strictly factual information and it shall be the duty of the Chair to rule Out of Order any Points of Information which refer to matters of opinion.
 - 3.9.3.3 A Point of Information must be framed as a question directed to the speaker.
 - 3.9.3.4 The speaker shall have the right to refuse to accept a Point of Information in which case the Point of Information shall give way.
 - 3.9.3.5 A speaker may indicate to the Meeting that s/he is not prepared to accept further Points of Information. In this case it shall be Out of Order to raise further Points of Information.
- 3.9.4 Procedural Motions
 - 3.9.4.1 Any member of the SRC may propose a Procedural Motion.
 - 3.9.4.2 No Procedural Motions may be moved unless 25% of those present agree to its discussion.

- 3.9.4.3 In the event of more than one Procedural Motion being put before the Meeting the motions shall be discussed in the following order:
- 3.9.4.3.1 A challenge to the Chair's ruling.
 - 3.9.4.3.2 A motion 'to suspend Standing Orders'.
 - 3.9.4.3.3 A motion 'to close the Meeting'. If carried all discussion shall cease and items on the Agenda Paper which have not been discussed shall lapse. If the movers of a motion or report wish to have their motion or report discussed then they must re-submit it for inclusion in the Agenda Paper for the subsequent Meeting.
 - 3.9.4.3.4 A motion 'to adjourn the Meeting for a specified time'. If carried all discussion shall cease. The Meeting shall reconvene at the date and time specified in the Procedural Motion and it shall discuss all items remaining on the Agenda Paper. No new business may be introduced except for Emergency Motions as defined in Standing Orders.
 - 3.9.4.3.5 A motion to postpone or adjourn the matter to a later stage during the Meeting or to a later specified Meeting.
 - 3.9.4.3.6 A motion 'to extend discussion'.
 - 3.9.4.3.7 A motion 'to move to a vote'. If carried the mover of the motion or amendment may reply to the debate before the vote. If moved during an amendment and carried, then a vote takes place on the amendment, but not the substantive motion and does not prevent further amendments being moved.
 - 3.9.4.3.8 A motion 'to take the motion in parts'. The mover shall state exactly how s/he wishes the vote to be taken.
 - 3.9.4.3.9 A motion 'that a secret ballot be taken'.
 - 3.9.4.3.10 A motion of censure.
 - 3.9.4.3.11 A motion 'to refer the matter to a referendum'. The proposer must state in their motion the options which will be available to the voter. These can be amended by the Meeting.
 - 3.9.4.3.12 A motion to refer the matter back to a named committee for re-examination.
 - 3.9.4.3.13 A motion 'to re-arrange the Agenda'.
 - 3.9.4.3.14 A motion 'to elect a candidate on a show of hands'.

- 3.9.4.3.15 A motion 'to elect unopposed candidates on a general aye'.
- 3.9.4.4 No Procedural Motion other than those enumerated in the Constitution and Standing Orders shall be allowed.
- 3.9.4.5 In the event of a Procedural Motion there shall be one speech in favour and one speech against. The Meeting shall move to a summation by the proposer unless the Chair feels that more thorough discussion is required.
- 3.9.4.6 A Procedural Motion needs a simple majority to be carried except in the case of a motion of Censure or No Confidence.
- 3.9.5 Censure and No Confidence.
- 3.9.5.1 A Motion of Censure may only be brought at a quorate SRC Meeting.
- 3.9.5.2 A Motion of Censure must be carried by a two-thirds majority of those present at the Meeting.
- 3.9.5.3 A motion to bring a Vote of No Confidence in an SRC Officer must state the reasons the supporters have no confidence in the Officer concerned and should be handed in to the Chair.
- 3.9.5.4 Such a motion may be moved only at a quorate SRC Meeting, and the motion must appear on the Agenda Paper.
- 3.9.5.5 A Vote of No Confidence must be carried by a two-thirds majority of those present at the Meeting.
- 3.9.5.6 If a Vote of No Confidence is carried the Officer in question must immediately stand down. A successor shall be elected under the terms of the post concerned, except it shall be done as soon as possible.

3.9.6 Proxy Votes.

- 3.9.6.1 Any member of the SRC who is allowed to vote but is unable to attend a Meeting or is not able to get to a ballot box on the day of election may cast a proxy vote by:
 - 3.9.6.1.1 Handing their vote written down and in a sealed envelope to the Chair before the day of the vote, or by e-mailing their vote from their own university e-mail account to the Chair before the day of the vote.
 - 3.9.6.1.2 They should say how they wish to vote, for, against or abstain and sign and date the statement.
 - 3.9.6.1.3 If they find themselves able to attend they should inform the Chair.
 - 3.9.6.1.4 The Chair should not open the envelope until the vote is being counted and should only inform Steering Committee of its content.

4.0 THE SRC EXECUTIVE COMMITTEE

There shall exist an Executive Committee (hereinafter 'Exec').

4.1 BUSINESS OF THE EXEC

The Exec shall:

- 4.1.1 follow the instructions of SRC Meetings.
- 4.1.2 be responsible for the day to day administration of the SRC.
- 4.1.3 be responsible for making decisions on behalf of the SRC in the event of an emergency or where it is not possible to convene a Meeting to discuss the matter.
- 4.1.4 be accountable to SRC Meetings where the members of Exec shall be required to give a report and answer questions from the floor.
- 4.1.5 meet weekly during term-time, the minutes of these Meetings being available for inspection by any Full SRC member following ratification.

4.2 COMPOSITION OF THE EXEC.

4.2.1 The voting members of the Exec shall be:

- 4.2.1.1 President
- 4.2.1.2 Deputy President
- 4.2.1.3 Treasurer
- 4.2.1.4 Environment Officer
- 4.2.1.5 Ents Officer
- 4.2.1.6 College and Community Officer
- 4.2.1.7 Clubs and Societies Officer
- 4.2.1.8 Bar Officer
- 4.2.1.9 Senior DSU Representative
- 4.2.1.10 Welfare Officer
- 4.2.1.11 Livers Out Officer

4.2.2 The Chairperson of Council shall be a non-voting member of the Exec with the right to a casting vote if required.

4.3 MEETINGS OF THE EXEC.

- 4.3.1 Exec meetings shall be open except where the Exec decide at their discretion that certain items should be reserved.
- 4.3.2 The quorum for Exec meetings shall be two-thirds of the voting members.
- 4.3.3 The Chairperson of Council shall normally Chair meetings of the Exec.
- 4.3.4 If there is a recommendation from the Exec to the SRC or a policy decision, the voting of the Exec must 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
- 4.3.5 The Livers Out Officer shall normally act as Secretary of the meetings, taking minutes of all Exec meetings, these minutes being available to all Full SRC members following ratification.
- 4.3.6 The Exec shall meet formally once a week during term time.
- 4.3.6.1 Weekly meetings shall be at a time and location as agreed by the Exec on its first meeting each academic term.
- 4.3.6.2 The Exec-elect shall be invited to attend the last weekly meeting of the Epiphany term as non-voting observers.
- 4.3.7 An Emergency Meeting of the Exec may be convened and a temporary Chair and Secretary appointed as necessary, as long as the quorum requirement for the Exec meetings is satisfied and a reasonable attempt made to inform all members of the Exec of time, location and agenda for the Emergency Meeting.

4.4 DUTIES OF THE OFFICERS OF THE EXEC.

The duties of the Officers of the Exec are as follows:

4.4.1 PRESIDENT

The President shall:

- 4.4.1.1 take sabbatical leave for the year of office and sign a legally binding Memorandum of Agreement, to be ratified by an SRC Ordinary Meeting.
- 4.4.1.2 take office at the end of the academic year, having been President-elect from the time the election result is known.
- 4.4.1.2.1 as President elect s/he will sit on the Freshers Handbook Committee and attend meetings of the Exec in the Easter term as a non-voting observer.
- 4.4.1.3 live in College accommodation (hereinafter 'be resident').
- 4.4.1.4 be responsible for research and administration as necessary or as directed by an SRC Ordinary Meeting or the SRC Exec.
- 4.4.1.5 attend and represent the views of the SRC to the following bodies:
 - 4.4.1.5.1 College of St. Hild and St. Bede (hereinafter 'College') Council and its standing committees:
 - 4.4.1.5.1.1 Finance Committee
 - 4.4.1.5.1.2 Information Services Committee
 - 4.4.1.5.1.3 Bar Management Committee
 - 4.4.1.5.1.4 Gardens and Grounds Committee
 - 4.4.1.5.1.5 House Committee
 - 4.4.1.5.1.6 Community Council
 - 4.4.1.5.1.7 Catering Committee
 - 4.4.1.5.1.8 Appeals Committee
 - 4.4.1.5.2 Caedmon/ Ceolfrid Trust
 - 4.4.1.5.3 College Association
 - 4.4.1.5.4 College Day Committee

- 4.4.1.5.5 Committee of Senior Men and Women
- 4.4.1.5.6 DSU Council
- 4.4.1.6 attend
 - 4.4.1.6.1 Exec Meetings
 - 4.4.1.6.2 Ordinary and Extraordinary SRC Meetings
 - 4.4.1.6.3 Entertainments Committee
 - 4.4.1.6.4 Ball Committee
 - 4.4.1.6.5 Colours Committee
 - 4.4.1.6.6 Grants Committee
 - 4.4.1.6.7 DSU UGM
- 4.4.1.7 shall be responsible (in consultation with College Officers) for the allocation of first-year rooms.
- 4.4.1.8 shall be responsible (in consultation with College Officers) for the allocation of second-, third-, and fourth-year accomodation.
- 4.4.1.9 be a signatory on all SRC accounts.
- 4.4.1.10 receive remuneration as agreed by a Full SRC Meeting, paid monthly for their year of Office.
- 4.4.1.11 receive an entertainment allowance as agreed by a Full SRC Meeting.
- 4.4.1.12 produce a report of the SRC's activities for the College Association newsletter.
- 4.4.1.13 have the power to confer honorary life membership of the SRC.
- 4.4.1.14 not be able to propose or second a person standing for election to an SRC position.

4.4.2 DEPUTY PRESIDENT

The Deputy President shall

- 4.4.2.1 where possible, be resident, in close proximity to an internal phone.
- 4.4.2.2 take office at the start of the Easter term, having been Deputy-President -elect from the time the election result is known.
- 4.4.2.3 deputise for the President when s/he is unable to attend meetings.
- 4.4.2.4 be responsible for College Formal Dinner bookings and liaison with College catering staff.
- 4.4.2.5 organise the student activities for College Day with the assistance of the outgoing officer.
- 4.4.2.6 be a signatory on SRC Part I, Part II accounts and the Reserve Account.
- 4.4.2.7 attend and represent the views of the SRC to:
 - 4.4.2.7.1 College Council and the following standing committees:
 - 4.4.2.7.1.1 Finance Committee
 - 4.4.2.7.1.2 House Committee
 - 4.4.2.7.1.3 Catering Committee
 - 4.4.2.7.2 College Association
 - 4.4.2.7.3 College Day Meetings
- 4.4.2.8 attend
 - 4.4.2.8.1 Exec Meetings
 - 4.4.2.8.2 Ordinary and Extraordinary SRC Meetings
 - 4.4.2.8.3 Entertainments Committee
 - 4.4.2.8.4 Ball Committee
- 4.4.2.10 not be able to propose or second a person standing for election to an SRC position.

4.4.3 TREASURER

The Treasurer shall

- 4.4.3.1 take office at the start of the Easter term having been the Treasurer-elect from the time the election result is known.
- 4.4.3.2 have overall responsibility for all financial affairs of the SRC.
- 4.4.3.3 keep a detailed account of all SRC monies and assets for the purpose of independent auditing.
- 4.4.3.4 be responsible for the SRC's dealings with the V.A.T. Office.
- 4.4.3.5 submit at the first Ordinary Meeting of each term a financial statement and a budget of each academic year at the end of the financial year.
- 4.4.3.6 be a signatory on all SRC accounts.
- 4.4.3.7 attend and represent the views of the SRC to
 - 4.4.3.7.1 College Finance Committee
 - 4.4.3.7.2 Committee of the JCR Treasurers
- 4.4.3.8 attend
 - 4.4.3.8.1 Exec Meetings
 - 4.4.3.8.2 Ordinary and Extraordinary SRC Meetings
 - 4.4.3.8.3 Grants Committee as Chair
 - 4.4.3.8.4 Entertainments Committee
 - 4.4.3.8.5 Ball Committee as Ball Treasurer (the outgoing Treasurer will remain as Ball Treasurer in the Easter term and will remain as signatory on the Ball account).
- 4.4.3.9 not be able to propose or second a person standing for election to an SRC position.

4.4.4 ENVIRONMENT OFFICER

The Environment Officer shall

- 4.4.4.1 take office at the start of the Easter term, having been the Environment Officer-elect from the time the election result is known.
- 4.4.4.2 be responsible for:
 - 4.4.4.2.1 establishing/ maintaining a comprehensive College recycling programme. Liaise with the Corridor Reps to ensure that each area of college is covered by the recycling scheme.
 - 4.4.4.2.2 the upkeep of the Thurston Terrace and the Pond, in conjunction with the SRC's Pond Society and SRC Junior Environmental Reps. Whilst working with college to maintain the appearance of the college grounds.
 - 4.4.4.2.3 promote the use of Fair-trade products and initiatives around college and in SRC Vending Machines.
 - 4.4.4.2.4 the annual SRC Photography competition
 - 4.4.4.2.5 advising staff and students on environmentally sympathetic products, technologies and actions specifically in the areas of
 - 4.4.4.2.5.1. energy use
 - 4.4.4.2.5.2. purchasing
- 4.4.4.3 attend and represent the views of the SRC to:
 - 4.4.4.3.1 The University's Sustainable Living Action Group
 - 4.4.4.3.2 College House Committee
- 4.4.4.4 attend
 - 4.4.4.4.1 Exec Meetings
 - 4.4.4.4.2 SRC Environment Committee meetings as chair
 - 4.4.4.4.3 Ordinary and Extraordinary SRC Meetings
- 4.4.4.5 not be able to propose or second a person standing for election for an SRC position.

- 4.4.5 WELFARE OFFICER
 - 4.4.5.1 The Welfare Officer shall:
 - 4.4.5.2 Take office at the beginning of the Easter term having been Welfare Officer-elect from the time the election result is known.
 - 4.4.5.3 Work with the SRC President in dealing with relevant welfare issues within the SRC, College and University.
 - 4.4.5.4 Be responsible for:
 - 4.4.5.4.1 dissemination of relevant welfare information
 - 4.4.5.4.2 the promotion of welfare campaigns
 - 4.4.5.5 Attend and represent the views of the SRC to:
 - 4.4.5.5.1 DSU Welfare Committee.
 - 4.4.5.6 attend:
 - 4.4.5.6.1 Exec Meetings
 - 4.4.5.6.2 Ordinary and Extraordinary SRC Meetings
 - 4.4.5.6.3 DSU Council (as an observer)
 - 4.4.5.7 Not be able to propose or second a person standing for election to an SRC position.

4.4.6 ENTS OFFICER

The Ents Officer shall

- 4.4.6.1 take office from the start of the Easter term having been Ents Officer-elect from the time the election result is known.
- 4.4.6.2 organise and publicise social events outside of the bar in conjunction with the Ents Committee to include any nights staged in Caedmon Hall and trips outside of Durham
- 4.4.6.3 liaise with the appropriate College Officers regarding SRC social events.
- 4.4.6.4 liaise with other colleges to avoid clashes.
- 4.4.6.5 run the Christmas and Summer Balls in conjunction with the Ball Committee.
- 4.4.6.6 be responsible for organising large scale ents around college.
- 4.4.6.7 attend
 - 4.4.6.7.1 Exec Meetings
 - 4.4.6.7.2 Ordinary and Extraordinary SRC Meetings
 - 4.4.6.7.3 Entertainments Committee as secretary.
 - 4.4.6.7.3.1 Responsible for circulating minutes, agendas and dates of meetings.
 - 4.4.6.7.4 Ball Committee as Chair (the outgoing Ents Officer will remain as _____ Chair in the Easter term)
 - 4.4.6.7.5 Joint Colleges and DSU Ents Committee
- 4.4.6.8. not be able to propose or second a person standing for election to an SRC Position

BAR OFFICER

The Bar Officer shall

- 4.4.7.1. take office from the start of the Easter term having been Bar Officer- elect from the time the election result is known.
- 4.4.7.2. Be responsible for:
 - 4.4.7.2.1 organising and publicizing social events in the bar in conjunction with the Ents Committee to include pre parties and events in Fresher's Fortnight
 - 4.4.7.2.2. liaising with the Senior Bar Steward, College Bar Committee and College Officers regarding SRC social events.
 - 4.4.7.2.3 liaising with other colleges to avoid clashes.
 - 4.4.7.2.4 promoting the bar around college, the services it possesses and any drink's deals on offer (any drinks offers must adhere to the University's minimum pricing policy)
 - 4.4.7.2.5. maintaining the services provided by the SRC in the bar and looking at ways to further develop these.
 - 4.4.7.2.6. co-ordinating a fixture for sports matches on the big screen each term
- 4.4.7.3 attend and represent the views of the SRC to:
 - 4.4.7.3.1 Bar Committee
- 4.4.7.4. attend
 - 4.4.7.4.1 Exec Meetings
 - 4.4.7.4.2 Ordinary and Extraordinary SRC Meetings
 - 4.4.7.4.3 Entertainments Committee as Chair
 - 4.4.7.4.4 Joint Colleges and DSU Ents Committee
- 4.4.7.6 not be able to propose or second a person standing for election to an SRC position.

4.4.8 CLUBS AND SOCIETIES OFFICER

The Clubs and Societies Officer shall:

- 4.4.8.1 take office at the start of the Easter term having been Clubs and Societies Officer-elect from the time the election result is known.
- 4.4.8.2 be responsible for SRC clubs and societies by:
 - 4.4.8.2.1 keeping a detailed account of all clubs and societies monies and assets for the purpose of auditing, being ultimately responsible to the Treasurer.
 - 4.4.8.2.2 advising Grants Committee in the allocation of clubs and societies grants.
 - 4.4.8.2.3 calling a meeting of all club and society captains once per term.
 - 4.4.8.2.4 informing them of all necessary information.
- 4.4.8.3 organise a fun weekend in the Epiphany term as s/he feels fit.
- 4.4.8.4 attend and represent the views of the SRC to:
 - 4.4.8.4.1 DUAU Meetings as Senior DUAU Rep.
- 4.4.8.5 be responsible for the other DUAU reps by ensuring they attend the relevant DUAU Meetings.
- 4.4.8.6 attend
 - 4.4.8.6.1 Exec Meetings
 - 4.4.8.6.2 Ordinary and Extraordinary SRC Meetings
 - 4.4.8.6.3 Clubs and Societies Captains Meetings (as Chair)
 - 4.4.8.6.4 Colours Committee (as Chair)
 - 4.4.8.6.5 Grants Committee (as Secretary)
- 4.4.8.7 take responsibility for the College Multi-Gym, including:
 - 4.4.8.7.1 arranging induction courses in the Michaelmas term.
 - 4.4.8.7.2 ensuring relevant University Health and Safety guidelines are followed.

- 4.4.8.7.3 constructing a timetable to give certain clubs and societies members priority at certain times and only at those times.
- 4.4.8.7.4 regular inspections of the equipment and arranging or taking remedial action if needed.
- 4.4.8.8 not be able to propose or second someone for election to an SRC position.

4.4.9 COLLEGE COMMUNITY OFFICER

The College Community Officer shall

- 4.4.9.1. take office at the beginning of the Easter term having been the College Community Officer-elect from the time the election result is known.
- 4.4.9.2 be responsible for:
 - 4.4.9.2.1 organising people to show interviewees around Durham
 - 4.4.9.2.2. organising student reps and entertainment for the college open days
 - 4.4.9.2.3. corridor reps and transferring information between college and the Corridor reps.
 - 4.4.9.2.4. all aspects of fire safety in College.
 - 4.4.9.2.5 SRC vending machines and arcade machines in the JCR and Caedmon Hall, photocopier in the library subject to the contracts applicable to each machine.
 - 4.4.9.2.6 the management of the various College bike-sheds.
 - 4.4.9.2.7 Co-ordinating the College Stash order.
- 4.4.9.3 attend and represent the views of the SRC to:
 - 4.4.9.3.1 House Committee
- 4.4.9.4 Attend
 - 4.4.9.4.1 Exec Meetings
 - 4.4.9.4.2 Ordinary and Extraordinary SRC Meetings
 - 4.4.9.4.3 Corridor Rep Meetings (as Chair)
 - 4.4.9.4.4 Open Day Rep Meetings (as Chair)
 - 4.4.9.4.5. Interviewee Host Meetings (as Chair)
 - 4.4.9.4.6. not be able to propose or second a person standing for election to an SRC position.

4.4.10 SENIOR DSU REP

The Senior DSU Rep shall

4.4.10.1 Take office at the start of the Easter term having been Senior DSU Rep-elect from the time the election result is known.

4.4.10.2 Be responsible for

4.4.10.2.1 Campaigns in College.

4.4.10.2.2 the dissemination of relevant information.

4.4.10.2.3 the Junior DSU Reps by organising regular meetings with them in advance of each Union Meeting (known as College DSU Rep Meetings)

4.4.10.2.4.1 keeping of any apologies from Junior DSU Reps for any Union Meeting in order that they may be brought up in the case of an automatic motion of censure

4.4.10.2.5 the representation of DSU in College.

4.4.10.2.6 the representation of SRC in DSU.

4.4.10.2.7 organising all DSU elections and ballots within college except those in which they are a candidate- in this case a Junior Rep will be asked to take over the organisation.

4.4.10.2.8 The organisation of DUAU elections in conjunction with the Clubs & Societies Officer.

4.4.10.3 attend and represent the views of the SRC to:

4.4.10.3.1 DSU Council

4.4.10.3.2 DSU Exec

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

4.4.10.4 attend

4.4.10.4.1 Exec Meetings

4.4.10.4.2 Ordinary and Extraordinary SRC Meetings

- 4.4.10.4.3 DSU General Meetings
- 4.4.10.4.4 College DSU Rep meetings (as Chair)
- 4.4.10.5 that furthermore, failure to attend at least (without submitting valid apologies to DSU Steering Committee and the SRC Executive), will result in an automatic motion of censure at either the last meeting of that term (if after the last DSU Union Meeting) or the first meeting of the next term proposed by steering.
- 4.4.10.6 That if the Senior DSU Rep did not attend at least 2 Councils (without valid apologies) in Michaelmas or Epiphany, or 1 Council in Easter; then this automatic motion of censure should be a motion of no confidence.
- 4.4.10.7 That if, within their term of office, the senior DSU Rep has had 2 passed motions of censure, as soon as the second is passed by simple majority at a SRC meeting, this becomes an automatic motion of no confidence; this motion will then be proposed at the same meeting after any other business on the agenda, and again has to be passed by a simple majority for it to hold
- 4.4.10.8 Not be able to propose or second a person standing for election

Michaelmas	Epiphany	Easter
3 Councils, 1 General Meeting	3 Councils, 1 General Meeting	2 Councils, 1 General Meeting

to a SRC position

4.4.11 LIVERS OUT OFFICER

The Livers Out Officer shall:

- 4.4.11.1 Take office at the beginning of the Easter term having been Livers Out Officer-elect from the time the election result is known.
- 4.4.11.2 Be responsible for:
 - 4.4.11.2.1 representing livers out on Exec.
 - 4.4.11.2.2 dissemination of relevant information to livers out.
 - 4.4.11.2.3 assisting SRC members to find accommodation.
 - 4.4.11.2.4 recording the minutes of Exec Meetings.
- 4.4.11.3 attend and represent the views of the SRC to:
 - 4.4.11.3.1 DSU Livers Out Committee.
- 4.4.11.4 attend:
 - 4.4.11.4.1 Exec Meetings
 - 4.4.11.4.2 Ordinary and Extraordinary SRC Meetings
 - 4.4.11.4.3 DSU Council (as an observer)
 - 4.4.11.4.4 not be able to propose or second a person standing for election to an SRC position.

4.4.12 CHAIRPERSON OF COUNCIL

The Chairperson of Council shall

- 4.4.12.1 take office at the start of the Easter term having been Chairperson-elect of Council from the time the election result is known.
- 4.4.12.2 be chair of the SRC Steering Committee and ensure its duties are carried out.
- 4.4.12.3 be the sole arbiter on matters relating to the Constitution and Standing Orders and may only be over ruled by a successful 'Challenge to the Chair'.
- 4.4.12.3.1 conduct the annual review of the Constitution to be presented for approval at the last Ordinary SRC Meeting before the meeting of College Council in the Michaelmas term.
- 4.4.12.4 receive motions and produce agenda for all SRC Meetings.
- 4.4.12.5 chair Ordinary and Extraordinary SRC Meetings according to the procedure laid down in the Constitution and Standing Orders.
- 4.4.12.6 maintain a policy file so that Ordinary and Extraordinary Meetings and SRC representatives may be advised of current SRC policy and lapses of SRC policy.
- 4.4.12.7 act as Returning Officer for all elections unless seeking election to a vacant office.
- 4.4.12.8 chair Exec Meetings as a non-voting member.
- 4.4.12.9. chair meetings of the Communications team and together develop features for the website whilst making sure the executive committee are maintaining their specific sections.
- 4.4.12.10 Attend:
 - 4.4.12.10.1 Exec Meetings (as Chair)
 - 4.4.12.10.2 Ordinary and Extraordinary SRC Meetings (as Chair)
 - 4.4.12.10.3 College Council
 - 4.4.12.10.4 Communications Team Meetings (as Chair)
- 4.4.12.11 not be able to propose or second a person for election to an SRC position.

- 5.0 NON-EXECUTIVE OFFICERS OF THE SRC
Certain aspects of SRC business is conducted by elected non-executive officers of the SRC.
- 5.1 TITLES OF NON-EXECUTIVE OFFICERS
There shall exist the following non-executive officers:
 - 5.1.1 Yearbook Editor
 - 5.1.2 Senior Freshers Rep
 - 5.1.3 Technical Manager
 - 5.1.4 Junior Freshers Reps
 - 5.1.5 Computer Room Manager
 - 5.1.6 LGBT Students Rep
 - 5.1.7 Environment Reps
 - 5.1.8 Keeper of the College Chastity
 - 5.1.9 Keeper of the College Sledges
 - 5.1.10 Careers Rep
 - 5.1.11 International Students Reps

5.2 DUTIES OF NON-EXECUTIVE OFFICERS

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. The duties of the non-executive officers are as follows:

5.2.1 YEARBOOK EDITOR

The Yearbook Editor shall

- 5.2.1.1 take office immediately the appointment is made and shall hold office for a period of one year.
- 5.2.1.2 be responsible for the setting up and running of a Yearbook Production team.
- 5.2.1.4 liaise with all necessary individuals and committees, SRC, College, University or independent, in the execution of his/her duty. be responsible, in consultation with the editorial team and the Exec of the SRC, for the appointment of his/her successor.

5.2.2 SENIOR FRESHERS' REP

The Senior Freshers Rep shall

- 5.2.2.1 take office immediately the election result is known and shall hold office for a period of one year.
- 5.2.2.2 liaise with College, DSU and the SRC Exec with regards to all the arrangements for Freshers' Week.
- 5.2.2.3 organise the Junior Freshers' Reps.
- 5.2.2.4 be available to assist the President throughout Michaelmas Term with any needs of the new students.
- 5.2.2.5 attend
 - 5.2.2.5.1 Freshers' Handbook Committee.

5.2.3 TECHNICAL SUPERVISOR

The Technical Supervisor shall:

- 5.2.3.1 Take office immediately after the appointment is made and shall hold office for a period of one year

5.2.3.2 Have previously been a Technical Rep or the Technical Manager

5.2.3.3 Have completed the DST Technical course

5.2.3.4 Organise the maintenance and use of any SRC technical equipment, including, but not limited to, all power tools and all sound & lighting equipment

5.2.3.5 Attend:

5.2.3.5.1 Ents Committee

5.2.3.5.2 Ball Committee

5.2.3.5.3 Technical Committee (as Chair)

5.2.3.6 Be responsible for setting up equipment for college balls

5.2.3.7 Liaise with the Technical manager for all other SRC and society events

5.2.11 TECHNICAL MANAGER

The Technical Manager shall:

5.2.11.1 Take office immediately after the election result is known and shall hold office for a period of one year

5.2.11.2 Be responsible for setting up equipment for SRC and society events (excluding college balls)

5.2.11.3 Liaise with the Technical Supervisor, Ents Officer and Ents Committee as necessary

5.2.11.4 Have completed the DST technical course

5.2.11.5 Attend Technical committee

5.2.11.6 Organise a team of up to 6 Technical Reps who shall:

5.2.11.6.1 Be elected in the first SRC Meeting of the Easter term

5.2.11.6.2 Take office immediately the appointment is made and shall hold office for a period of one year

5.2.11.6.3 Have completed the DST Technical course

5.2.11.6.4 Work with the Technical Manager, to setup for SRC and Society events as required

5.2.11.6.5 Attend Technical committee

5.2.4 JUNIOR FRESHERS' REPS

The Junior Freshers' Reps shall:

5.2.4.1 take office immediately after the election result is known and shall hold office for a period of one year.

5.2.4.2 work alongside and under the instruction of the Senior Freshers' Rep.

5.2.4.3 Submit a manifesto of no more than 75 words to the Chair no later than 8pm on the Thursday prior to elections in which they shall explain why they should be elected as a Junior Freshers' Representative.

5.2.5 COMPUTER ROOM MANAGER

The Computer Room Manager shall:

5.2.5.1 be resident.

5.2.5.2 take office immediately after the election result is known and shall hold office for a period of one year.

5.2.5.3 be responsible for the upkeep, administration and operation involved with the computer software, hardware and printers; liaising with the appropriate authorities.

5.2.5.4 represent the views of the SRC to:

5.2.5.4.1 College Information Services Committee.

5.2.6 LGBT STUDENTS REP

The LGBT Students Rep shall:

5.2.6.1 Self define as lesbian, gay, bisexual or transgender

5.2.6.2 Take office as soon as the election result is known and shall hold office for a period of a year.

- 5.2.6.3 Serve as a contact point for lesbian, gay, bisexual and transgender students in college.
- 5.2.6.4 Liaise with the SRC President & Welfare Officer as necessary in the course of their duties.
- 5.2.6.5 Attend and represent the views of the SRC to LGBT College Reps Committee.

5.2.7 ENVIRONMENT REPS

The Environment reps shall

- 5.2.7.1 Take office as soon as the election result is known and shall hold office for a period of a year.
- 5.2.7.2 Be responsible for all aspects of the environment around college including the pond situated on Bede lawn and other environmental matters such as recycling and conservation.
- 5.2.7.3 Be organised by and serve the Executive Environment Officer.

5.2.8 KEEPER OF THE COLLEGE CHASTITY

The Keeper of the College Chastity shall

- 5.2.8.1 Take office as soon as the election result is known and shall hold office for a period of a year.
- 5.2.8.2 Keep the College Chastity by patrolling the route between the Building of St. Hild and the building of the Venerable Bede to keep sure students do not pass for any unchaste reason.
- 5.2.8.3 Be a man for reasons of safety and tradition.

5.2.9 KEEPER OF THE COLLEGE SLEDGES

The Keeper of the College Sledges shall

- 5.2.9.1 Take office as soon as the election result is known and shall hold office for the period of one year.
- 5.2.9.2 Keep the College Sledges in a place known to them until, at their digression the time suitable for their use by members of the SRC only.

5.2.10 CAREERS REP

The Careers Rep shall

- 5.2.10.1 Take office as soon as the election result is known and shall hold office for the period of one year.
- 5.2.10.2 Be responsible for the upkeep, administration and operation involved with any careers space allocated by College; liaising with the College and the Careers Advisory Service.
- 5.2.10.2 Be responsible for the distribution of Careers Advisory Service information and other appropriate literature around College.
- 5.2.10.3 Represent the views of the SRC to:
The Careers Advisory Service
- 5.2.10.4 Where possible, attend any training offered by the Careers Advisory Service.

5.2.11 INTERNATIONAL STUDENTS REPS

The International Students Reps shall:

- 5.2.11.1 Take office immediately the election result is known and shall hold office for a period of one year.
- 5.2.11.2 Liaise with College, DSU, ISA and the SRC Exec with regards to all matters concerning International Students
- 5.2.11.3 To attend:
 - 5.2.11.3.1 Meetings with the ISA, DSU and the SRC where necessary

5.2.12 Postgraduate Rep

The Postgraduate Rep Shall:

- 5.2.12.1 Take office immediately the appointment is made and shall hold office for a period of one year
- 5.2.12.2 Shall Act as a liaison between the SRC, the college and the postgraduate community.
- 5.2.12.3 Shall Chair the Postgraduate Committee and its elections and have elected candidates ratified at a quorum SRC Meeting
- 5.2.12.4 Work with the postgraduate committee to organize social events throughout the postgraduate academic year.

5.2.13 HB Fashion Show Senior Rep

The Senior Fashion Show Rep Shall:

- 5.2.13.1 Be recommended by the previous fashion show committee and be ratified at the subsequent SRC meeting.
- 5.2.13.2 Take office immediately and shall hold office for a period of one year
- 5.2.13.3 Shall organize and coordinate the Hild Bede Fashion show, seeking guidance and advice from the Ents Officer where necessary
- 5.2.13.4 Shall manage the society's account and charitable donations
- 5.2.13.5 Shall chair the fashion show committee and lead its 8 reps

5.2.14 Eight HB Fashion Show Reps

The Fashion Show Reps Shall:

- 5.2.14.1 Take office immediately and shall hold office for a period of one year
- 5.2.14.2 Assist the Senior Fashion Show Rep in the organization and running of the Hild Bede Charity Fashion Show.

6.0 REPRESENTATION OF SRC TO OTHER ORGANISATIONS

The SRC is represented to several outside organisations. These organisations specify the level of representation by the SRC within their structure through their constitutions and standing orders. Some of this representation is done by SRC Exec and Non-Exec members as described in that Officer's duties. Other representatives are elected at SRC Meetings.

6.1 REPRESENTATIVES TO COLLEGE COMMITTEES

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

- 6.1.1 One to Appeals Committee
- 6.1.2 One to College Council
- 6.1.3 Two to Bar Management Committee
- 6.1.3. at least one representative to Bar Management Committee shall be non-bar staff.
- 6.1.4 Two to Catering Committee
- 6.1.5 Two to Information Services Committee
- 6.1.6 One to Gardens and Grounds Committee

6.2 DUTIES OF REPRESENTATIVES TO COLLEGE COMMITTEES

Each representative to a College Committee shall:

- 6.2.1 assume the position immediately the election result is known and shall hold the position for a period of one year.
- 6.2.2 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.
- 6.2.3 be prepared to make a report or answer questions at an SRC Meeting on their actions at the College Committee.

6.3 REPRESENTATIVES TO NON-COLLEGE ORGANISATIONS

There shall be elected SRC Representatives to the following

6.3.1 Junior DSU Reps to DSU Council (the number as specified by the DSU Constitution)

6.3.2 One to DUCK and

6.3.2.1 eight junior DUCK Reps

6.3.3 Two (one male, one female) to DUAU General Meetings

6.3.4 One to LGBT College Reps Committee

6.4 DUTIES OF REPRESENTATIVES TO NON-COLLEGE ORGANISATIONS

All of the representatives to non-College organisations are required to give a report to an Ordinary SRC Meeting if it is requested by a majority at that Meeting. The duties of the reps are as follows:

6.4.1 JUNIOR DSU REP

Each Junior DSU Rep shall:

6.4.1.1 assume the position immediately the result is known and shall hold the position for a period of one year.

6.4.1.2 work alongside and under the instruction of the Senior DSU Rep.

6.4.1.3 attend, represent the views of the SRC and hold an SRC voting card at:

6.4.1.3.1 DSU Council

6.4.1.4 Attend

6.4.1.4.1 Ordinary and Extraordinary SRC Meetings

6.4.1.4.2 College DSU Rep Meetings

6.4.1.4.3 DSU UGM

6.4.1.5 That furthermore, failure to attend at least (without submitting valid apologies to the Senior DSU Rep), will result in an automatic motion of censure at either the last meeting of that term (if after the last DSU Union Meeting) or the first meeting of the next term proposed by steering

Michaelmas	Epiphany	Easter
2 councils and 1 general meeting	2 councils and 1 general meeting	2 Union Meetings

6.4.1.6 Furthermore, if the rep has not attended more than one union meeting (in the first 2 terms) or any meetings in Easter term, that this automatic motion of censure be instead a motion of no confidence

6.4.1.7 That if, within a three term period any rep has received 2 passed motions of censure, as soon as the second is passed by simple majority at a SRC meeting, this becomes an automatic motion of no confidence; this motion will then be proposed at the same meeting after any other business on the agenda, and again has

to be passed by a simple majority.

6.4.2 DUCK REPS

Each DUCK rep shall:

- 6.4.2.1 assume the position immediately the election result is known and shall hold the position for a period of one year.
- 6.4.2.2 liaise and attend relevant meetings with the DUCK Director and other College DUCK Reps about the organisation of DUCK events.
- 6.4.2.3 organise and run DUCK events that take place in College after liaison with the appropriate College Officers and Exec Members.

6.4.3 DUAU REPS

Each DUAU Rep shall:

- 6.4.3.1 assume the position immediately the election result is known and shall hold the position for a period of one year.
- 6.4.3.2 work alongside and under the instruction of the Clubs and Societies Officer.
- 6.4.3.3 relay any complaints from Clubs and Societies Captains about DUAU to the relevant DUAU Officer.
- 6.4.3.4 attend and represent the views of the SRC to:
 - 6.4.3.4.1 DUAU General Meetings
 - 6.4.3.5 attend
 - 6.4.3.5.1 Clubs and Societies Captains Meetings

6.4.4 LGBT STUDENTS REP

The LGBT Students Rep shall:

- 6.4.4.1 Take office as soon as the election result is known and shall hold office for a period of a year.
- 6.4.4.2 Serve as a contact point for lesbian, gay, bisexual and transgender students in college.

- 6.4.4.3 Liaise with the SRC President & Welfare Officer as necessary in the course of their duties.
- 6.4.4.4 Attend and represent the views of the SRC to LGBT College Reps Committee.

7.0 SRC STANDING COMMITTEES

Certain aspects of SRC business is conducted by SRC standing committees (hereinafter 'SRC committees').

7.1 COMPOSITION AND DUTIES OF SRC COMMITTEES

There shall be the following SRC committees:

7.1.1 STEERING COMMITTEE

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

7.1.1.1.1 a Chair (usually the Chairperson of Council).

7.1.1.1.2 four elected reps who are ordinary members of the SRC and who shall:

7.1.1.1.2.1 assume the position immediately the election result is known and shall the position for a period of one year.

7.1.1.1.2.2 undertake duties as specified in 3.4.2.

7.1.1.2 The Functions of the Steering Committee shall be:

7.1.1.2.1 to uphold and interpret the Constitution and Standing Orders of the SRC

7.1.1.2.2 to publicise all meetings of the SRC.

7.1.1.2.3 to update the constitution if a motion is passed by a quorate SRC Meeting to alter it.

7.1.1.2.4 to produce and update a directory of names and addresses of elected Officers and Representatives.

7.1.1.2.5 to recommend alterations to the Constitution and Standing Orders to the Exec.

7.1.1.2.6 to produce a report for every Ordinary and Extraordinary SRC Meeting.

7.1.1.3 The Chair shall have the following additional duties:

7.1.1.3.1 to chair all meetings of Steering Committee and the SRC in particular to ensure the orderly proceedings thereof and to uphold the Constitution and Standing Orders at these meetings.

- 7.1.1.3.2 to have a casting vote in the event of a tie in voting at a meeting of the Steering Committee or the SRC.
- 7.1.1.4 The Steering Committee shall meet at least one week prior to every Ordinary SRC Meeting.

7.1.2 COLOURS COMMITTEE

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

7.1.2.1.1 the Clubs and Societies Officer as Chair.

7.1.2.1.2 the President.

7.1.2.1.3 three Clubs and Societies Captains as elected by the Clubs and Societies Meeting. These shall be:

7.1.2.1.3.1 One ball sportsman.

7.1.2.1.3.2 One ball sportswoman.

7.1.2.1.3.3 One non-ball sportsperson.

7.1.2.1.4.1 one independent person, ideally a College tutor.

7.1.2.2 The functions of the Colours Committee shall be:

7.1.2.2.1 to discuss all applications for College Colours made by Clubs and Societies Captains.

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

7.1.2.3 The Chair shall have the following additional duties:

7.1.2.3.1 to have a casting vote in the event of a tie in voting at a meeting of the Colours Committee.

7.1.2.3.2 to issue guide-lines and a deadline for nominations for Colours to all Clubs and Societies Captains.

7.1.2.4 The Colours Committee shall meet:

7.1.2.4.1 at least once in the Easter term.

7.1.3 GRANTS COMMITTEE

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

7.1.3.1.1 the Treasurer as Chair.

7.1.3.1.2 the Clubs and Societies Officer as Secretary.

7.1.3.1.3 the President.

7.1.3.1.4 three Club and Societies captains as elected by the Clubs and Societies Captains Meeting. These shall be:

7.1.3.1.4.1 one ball-sportsman

7.1.3.1.4.2 one ball-sportswoman

7.1.3.1.4.3 one non ball-sportsperson

7.1.3.1.5 one independent person, ideally a College tutor.

7.1.3.2 The functions of the Grants Committee shall be:

7.1.3.2.1 to discuss all grant applications from Clubs and Societies recognised by the SRC.

7.1.3.2.2 to allocate the money available in fair manner to the Clubs and Societies.

7.1.3.2.3 to scrutinise the attendance record kept by the Clubs and Societies officer with respect to SRC meetings (3.5.4) , in conjunction with the SRC Steering Committee

7.1.3.2.4 if attendance is unsatisfactory, without good reason, then the committee would be expected to withhold part of, or the entire grant. This decision would be made by the SRC President, Treasurer and Clubs and Societies Officer

7.1.3.2.5 Clubs and societies that receive grants from the SRC must ensure that 7% of their membership, to the nearest whole attend each SRC meeting.

The Chair shall have the following additional duties:

7.1.3.3.1 to have a casting vote in the event of a tie in voting at a meeting of the Grants Committee.

7.1.3.3.2 to advise the Grants Committee of the amount of money available for allocation.

7.1.3.3.3 to report to the SRC at the end of the financial year of the accounts of the Clubs and Societies of the College.

7.1.3.4 The Secretary shall have the following additional duties:

7.1.3.4.1 to issue guide-lines and a deadline for grant applications to all Clubs and Societies Captains.

7.1.3.4.2 to inform Clubs and Societies of the amount of grant allocated to them.

7.1.3.4.3 to keep financial records of the activities and assets that the grant is spent on.

7.1.3.5 The Grants Committee shall meet:

7.1.3.5.1 at least once in the Michaelmas term.

7.1.4 ENTERTAINMENTS COMMITTEE

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

7.1.4.1.1 the Bar Officer as Chair

7.1.4.1.2 the Treasurer

7.1.4.1.3 the President.

7.1.4.1.4 the Deputy President.

7.1.4.1.5 the Technical Manager.

7.1.4.1.6 four elected reps who are ordinary members of the SRC and who shall:

7.1.4.1.6.1 assume the position immediately the election result is known and shall hold the position for a period of one year.

7.1.4.1.6.2 assist as directed by the Committee with the organisation of College ents.

7.1.4.2 The functions of the Entertainments Committee shall be:

7.1.4.2.1 to organise and run College ents in conjunction with the Ents Officer.

7.1.4.3 The Chair shall have the following additional duties:

7.1.4.3.1 to have a casting vote in the event of a tie in voting at a meeting of the Entertainments Committee.

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

7.1.4.3.3 to comply with all duties relating to ents laid down in 4.4.6

7.1.4.5 There shall be a Committee Secretary that shall:

7.1.4.5.1 be elected from the four elected representatives of the SRC at the first Ents Committee Meeting in the Michaelmas term.

7.1.4.5.2 be responsible for taking minutes of the Ents Committee Meetings.

7.1.5 BALL COMMITTEE

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

7.1.5.1.1 the Ents Officer as Chair who continues as Chair in the Easter term after leaving office as Ents Officer

7.1.5.1.2 the Treasurer as Ball Treasurer who continues as Ball Treasurer in the Easter term after leaving office as Treasurer.

7.1.5.1.3 the President.

7.1.5.1.4 the Deputy President.

7.1.5.1.5 the Technical Manager.

7.1.5.1.6 four elected reps who are ordinary members of the SRC and who shall:

7.1.5.1.6.1 assume the position immediately the election result is known and shall hold the position for a period of one year.

7.1.5.1.6.2 assist as directed by the Committee with the organisation of College Balls.

7.1.5.2 the functions of the Ball Committee shall be:

7.1.5.2.1 to organise and run both the Christmas and Summer Balls in conjunction with the Ents Officer.

7.1.5.3 The Chair shall have the following additional duties:

7.1.5.3.1 to have a casting vote in the event of a tie in voting at a meeting of the Ball Committee.

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

7.1.5.3.3 to comply with all duties relating to Balls laid down in 4.4.6

7.1.5.4 The Ball Treasurer shall have the following additional duties:

7.1.5.4.1 to keep financial records for the purposes of independent auditing of monies received and paid out in the course of organisation of the Balls.

7.1.5.4.2 to produce budgets and a financial statement for the Balls.

7.1.5.4 There shall be a Committee Secretary that shall:

7.1.5.4.1 be elected from the four elected representatives of the SRC at the first Ball Committee Meeting in the Michaelmas term.

7.1.5.4.2 be responsible for taking minutes of the Ball Committee Meetings.

7.1.6 FRESHERS' HANDBOOK COMMITTEE

7.1.6.1 There shall be a Freshers Handbook Committee of the SRC composed of:

7.1.6.1.1 the President-elect.

7.1.6.1.2 the Senior Freshers' Rep.

7.1.6.1.3 two elected reps who are ordinary members of the SRC and who shall:

7.1.6.1.3.1 position immediately the election result is known and shall hold the position until the beginning of the Michaelmas term.

7.1.6.2 The functions of the Freshers' Handbook Committee shall be:

7.1.6.2.1 to produce a booklet with relevant information for Freshers from an SRC view point.

7.1.6.2.2 to distribute the Handbook to freshers.

7.1.6.3 There shall be an Editor and Committee Chair that shall:

7.1.6.3.1 be elected from the committee members at the first Freshers' Handbook Committee Meeting.

7.1.6.3.2 have a casting vote on all matters in the event of a tie in voting at a meeting of the committee.

7.1.6.3.3 have the power to call meetings as are deemed necessary in the Easter term.

7.1.6.3.4 liaise with the Treasurer about the budget for the Handbook.

COMMUNICATIONS TEAM

7.1.7.1 There shall be an Communications Team of the SRC composed of:

7.1.7.1.1 the SRC Chairperson as Chair

7.1.7.1.2 the President.

7.1.7.1.3 the Website Manager and three elected reps who are ordinary
_____ members of the SRC who shall:

7.1.7.1.3.1 assume the position immediately the election result is known
and shall hold the position for a period of one year.

7.1.7.1.3.2 assist as directed by the Committee with the development of
the _____ College website and communications around college
in general.

7.1.7.1 The functions of the Communications team shall be:

7.1.7.2.1 To further the features of the SRC website, under the direction of
the Website Manager, including photo gallery, forums and image
layout in general.

7.1.7.2.2 To produce publicity material for SRC related events and meetings
as requested by the Executive Committee.

7.1.7.2.3 To produce any College related newsletter or magazine with SRC
related information and contributions from students.

7.1.7.3 The Chair shall have the following additional duties:

7.1.7.3.1 to have a casting vote in the event of a tie in voting at a meeting
of the Communications Team

7.1.7.3.2. the power to call meetings of the Communications Team in term
time when they are deemed necessary.

7.1.7.4. There shall be a Committee Secretary that shall:

7.1.7.4.1. be elected from the four elected representatives of the SRC at the
first Communications Team Meeting in the Michaelmas term.

7.1.7.4.2. be responsible for taking minutes of the Communications Team
Meetings.

SRC Postgraduate Committee

7.1.8.1.1 The Postgraduate Rep as Chair

Ideally consist of:

- 7.1.8.1.2 1 PhD Student
- 7.1.8.1.3 1 PGCE Student
- 7.1.8.1.4 1 Masters Student
- 7.1.8.1.5 1 Fourth Year Finalist

7.1.8.2 The Appointment of this committee will be through an election by fourth year and postgraduate students, ratified at the subsequent SRC Meeting.

7.1.8.2.1 Take office immediately and shall hold office for a period of one year

7.1.8.3 The Function of the Postgraduate Committee

7.1.8.3.1 Incorporating the values of a joint undergraduate and postgraduate SRC, but in particular raising postgraduate concerns.

7.1.8.3.2 Organize events that are more appropriate to postgraduate students, but whose invitation will extend to the entire SRC.

7.1.8.3.3 Where necessary, will apply to the SRC Treasurer and President for funds allocated to the organization of postgraduate events.

7.1.9.1 TECHNICAL COMMITTEE

7.1.9.1 There shall be a technical committee of the SRC composed of:

7.1.9.1.1 The President

7.1.9.1.2 The Deputy President

7.1.9.1.3 The Ents Officer

7.1.9.1.4 The Bar Officer

7.1.9.1.5 The Technical Supervisor (as chair)

7.1.9.1.6 The Technical Manager

7.1.9.1.7 The Technical Reps

7.1.9.1.8 Who shall assume the position immediately after the election result is known and shall hold the position for a period of one year.

7.1.9.1.9 Any other members of the SRC, who may attend and speak at the committee, but may not vote

7.1.9.2 The function of the technical committee shall be:

7.1.9.2.1 To discuss the state of the SRC's technical equipment, and make decisions as necessary to enable the equipment to be kept in good working order

7.1.9.2.2 To discuss and plan for the purchase of any technical equipment that is considered beneficial to the SRC and the running of SRC events, bringing their recommendations to the next SRC meeting.

7.1.9.2.3 To appoint the Technical Supervisor for the next year at the first meeting of Easter term

7.1.9.3 The Technical Committee shall meet at least once a term

- 8.0 SRC FINANCES
- 8.1 Part I and Part II Accounts including associated accounts. The SRC finances shall be allocated between various separate accounts, outlined below.
 - 8.1.1 The SRC Part I account shall be comprised of the contribution to the SRC from the composition fee.
 - 8.1.2 The SRC Part II account will contain all monies accruing from the profits of all other SRC activities and subscriptions to the SRC.
- 8.2 Expenditure.
 - 8.2.1 Any expenditure up to £250 may be made by the President with the agreement of the Exec.
 - 8.2.2 Any expenditure exceeding this must be passed by a motion at a quorate SRC Meeting.
- 8.3 All expenditure from SRC finances must be for SRC members.
- 8.4 SRC Subscription.
 - 8.4.1 Each undergraduate member of the SRC pays a subscription of £32 per annum which can be paid in their first academic year for their time at the College.
 - 8.4.1.1 Each resident PGCE member of the SRC pays a £12 subscription for their time in College.
 - 8.4.1.2 Those who opt out of SRC membership will not have to pay the SRC levy.
 - 8.4.1.3 The SRC will levy the College for the provision of services to those who opt out of SRC membership, the College will in turn hand on these costs to the individuals concerned.
 - 8.4.2 The SRC subscription may only be changed by a quorate SRC Ordinary Meeting.

8.5 Contracts.

8.5.1

All contracts should be signed by the President and witnessed by the Treasurer. Before any contract is signed it should be thoroughly checked by the Exec. Advice should be sought, where appropriate, from the Committee of JCR Treasurers, DSU Deputy President Finance, College Officers, a Solicitor or the SRC Auditors.

- 9.0 RIGHTS OF MEMBERS OF THE COLLEGE WHO OPT OUT OF SRC MEMBERSHIP.
- 9.1 All members of the College in statu pupillari are allowed to opt out of SRC membership (hereinafter known as ‘Non SRC members’).
- 9.2 Non SRC members will not have to pay the SRC levy, but will pay an administration charge to College for services provided.
- 9.3 Non SRC members will not have the right to attend SRC meetings, to vote for or stand any representative position.
- 9.4 Non SRC members will be entitled to use all the services that are provided by the SRC.
- 9.5 Non SRC members will be entitled to join any SRC Club or Society.
- 9.6 Non SRC members will be entitled to ask the SRC to represent them on any issue.
- 9.7 Non SRC members will be subject to the same balloting procedure for accommodation as ordinary SRC members.

10.0 THE VERNON ARMS

- 10.1 In recognition of the services to the College and its students performed over his tenure as Principal of the College, the College bar, situated in the Caedmon Complex shall be called 'The Vernon Arms' in honour of Dr. Vernon Armitage.
- 10.2 The Vernon Arms shall be administered by Bar Committee in conjunction with the licensee, who shall normally be the College Bursar.
- 10.3 There shall be two Full Members of the SRC elected as Representatives to Bar Committee.
 - 10.3.1 At least one of the representatives on Bar Committee shall be non-bar staff.

11.0 INDEMNITY CLAUSE

11.1 Every executive officer, appointee and member of staff of the SRC shall be entitled to be indemnified out of assets of the SRC against all losses or liability which he or she may incur in or about the execution of his or her office or otherwise in relation thereto and no officer, appointee or member of staff shall be liable for any loss, damage or misfortune which may happen to or be incurred by the SRC in the execution of the duties of his or her office or in relation thereto; provided that nothing in this clause shall affect their liability for the consequences of any negligent action on their part.

12.0 ALTERATIONS TO THE CONSTITUTION AND STANDING ORDERS

- 12.1 The Constitution and Standing Orders shall not be altered except by a motion passed by two thirds of those present at a quorate SRC Ordinary Meeting. All alterations are subject to approval by the College Council.
- 12.2 The Constitution shall be reviewed by the Chairperson of Council annually.
 - 12.2.1 Any changes from the annual review must be put to the SRC at the last Ordinary SRC Meeting before the meeting of College Council in Michaelmas term.