

St Cuthbert's Society Junior Common Room Operating Framework

1. Definitions

1.1. In this framework the following terms shall have the following meanings:

Term	Meaning
SCSJCR, or "The JCR"	St Cuthbert's Society Junior Common Room
CIO	Charitable Incorporated Organisation
JCR Members	The legal members of the charity (in this case the trustees)
JCR students	Any student <i>in statu pupillary</i> of St Cuthbert's Society who has paid the JCR levy
FCO	Finance and Compliance Officer
JCR Executive	JCR Executive Committee
JCR Standing Orders	The general governing documents of the JCR, to be found on the JCR website
Constitution	The legal governing document of the JCR, to be found on the JCR website
Byelaws	The JCR rules that work in conjunction with the constitution, to be accessed upon request

2. Introduction

- 2.1. The following framework is designed to provide a structure within which all JCR trustees and officers must operate.
- 2.2. This framework aims to clarify the working relationships and remits of the JCR officers and the JCR trustees.
- 2.3. The framework aims to recognise the unique structure of the JCR and the relationship between the JCR trustees and JCR officers, in particular the Executive Committee, and reconcile any issues this may bring about.
- 2.4. This framework shall serve this purpose for as long as the JCR remains in its current form as a registered CIO.
- 2.5. This framework is subject to annual review by the JCR president and the board of trustees to ensure its continued relevance and usefulness to the JCR.

3. Elections

- 3.1. The JCR students are to take full responsibility for the creation of JCR positions and the running of elections as per the processes laid out in the JCR Standing Orders.
- 3.2. Trustees may only interfere in such processes in the manner laid out in the JCR Constitution and Byelaws, excluding in the case of referendums. This includes in the case of paid staff.
- 3.3. In the case of referendums, trustees are expected to comply with the procedure laid out in the JCR Standing Orders, including all restrictions on vetoing such motions, and timescale.

4. Finances

- 4.1. The JCR FCO shall be in charge of producing a termly and annual set of accounts, a JCR budget, JCR reclaims, liaising with sports and society captains and presidents to produce individual sport and society budgets, organisation and updating of online financial records, and any other financial procedure that may reasonably fall within the day- to-day running of the JCR.
- 4.2. The chair of trustees shall have at least view-only access to the JCR president's online drive.
- 4.3. The chair of trustees and the chair of the trustee Finance Committee shall both have at least view-only access to the JCR FCO's online drive.
- 4.4. The JCR president, FCO and chair of trustees shall all be signatories on the JCR bank account.
- 4.5. The JCR must request permission from the trustees for lump expenditures over a certain level, as laid out in the JCR financial procedures. Trustees are expected to respond to such requests as soon as possible and in a maximum of two weeks.
- 4.6. Trustees, in particular the chair of trustees, must take responsibility for the oversight of the annual audit in line with their responsibility to deliver annual accounts to the Charity Commission. Trustees should work as closely as possible with the JCR FCO and president in this oversight.
- 4.7. Trustees reserve the right to intervene with the JCR financial procedures should they feel it necessary. They must duly consult with the JCR president and FCO before they do so and should respect the importance that the JCR maintains financial autonomy as far as practically possible.

5. Direction

- 5.1. It is acknowledged in this framework that the JCR president (and by extension the JCR Executive) and the student trustees, as elected representatives of the students of the JCR, have a mandate that may coincide with the priorities and vision of the trustees.
- 5.2. In recognition of this, it is expected that both the JCR president and Executive Committee and trustees keep their aims as far as possible within the plan laid out in the JCR long-term strategy.
- 5.3. The basic requirements for legal operation must be prioritised by both the JCR officers and the trustees.
- 5.4. Should the JCR president wish to prioritise something that does not fall directly within the strategy, they should have the freedom to do so, provided all legal requirements are either met or shall be met as soon as practically possible and their request would contribute to the development of the charity in some other fashion. This does not require trustee authorisation, but it is expected that they are duly informed at the closest quarterly meeting.