

St Cuthbert's Society JCR

Article 1 Sports and Societies



1. Creation of Sports Clubs and Societies

- 1.1. Sports and societies may be created by the JCR through a motion submitted to a meeting of the JCR.
 - 1.1.1. The motion shall be submitted in the usual manner with the exception that it must be proposed by a Member of the JCR and seconded by fourteen other Members.
 - 1.1.2. It shall also specify any budgetary requirements.
- 1.2. If a club or society is created by the JCR, the name of the new club or society will be added to the below.
- 1.3. Unless otherwise specified, the proposer of the motion shall be the temporary President of the sport or society until the organisation of a general meeting in line with these Standing Orders.

2. The Following Clubs and Societies are Duly Ratified by the JCR:

- 1) 12 South Theatre Company,
- 2) Adele Society
- 3) All-British Biscuit Appreciation (ABBA) Society,
- 4) Art Society,
- 5) Badminton Society,
- 6) Baking Society,
- 7) Basketball Society,
- 8) Big Band,

- 9) Boat Club,
- 10) Bodcon Society,
- 11) CHC Combined Orchestra,
- 12) Choir,
- 13) Christian Union,
- 14) Climbing Club,
- 15) Cricket Club,
- 16) Cuth's Anti-Racism Society (CARS),
- 17) Cuth's Real Ale and Cider Appreciation Society (CRACAS),
- 18) Cycling Club,
- 19) Dart's Club,
- 20) Fashion Show Society,
- 21) Feminist Society,
- 22) Football Club (Men's),
- 23) Football Club (Women's),
- 24) Futsal (Men's),
- 25) Gardening Society,
- 26) Hockey Club,
- 27) Jam Society,
- 28) Karaoke Club,
- 29) LGBTQ+ Society,
- 30) Mixed Lacrosse Club,
- 31) Mixed Volleyball Society,
- 32) Movies Society
- 33) Music Appreciation Society (MAS),
- 34) Netball Club,

- 35) Poetry Society,
- 36) Pool Club,
- 37) Ripped Off Society,
- 38) Rounders Club,
- 39) Rugby Football Club (Men's),
- 40) Rugby Football Club (Women's),
- 41) Running Club,
- 42) Squash Club,
- 43) Tennis Society,
- 44) Swimming Club,
- 45) Ultimate Frisbee Club,
- 46) Wildcats Cheerleading Club,
- 47) Working Class Society, and
- 48) Yoga Society.

3. Terms of Existing Sports Clubs and Societies

- 3.1. The Sports and Societies Chair shall, in cooperation with the Club Captains and Presidents monitor the membership of all clubs and societies. They shall, in cooperation with the Executive Committee, take appropriate action if any of the following terms are breached by a club or society.
- 3.2. A club or society shall cease to exist when any of the following criteria are met:
 - 1) A ratification form is not submitted to the Sports and Societies Chair by June 30th,
 - 2) The President, Vice-President, the Sports and Societies Chair, and the JCR Chair unanimously decide that the club or society has significantly departed from its initial premise and does not provide quantifiable benefit to the JCR, or
 - 3) A motion is passed to that effect at a JCR Meeting.
- 3.3. The ratification form must include:
 - 1) The name of the society,

- 2) The names of the incoming Executive Committee of the sport or society. If an incoming Executive Committee has not been decided upon the names of the existing Executive Committee may be used.
- 3.4. All equipment purchased using JCR funds and all monies deposited in any bank account, used by or for the purposes of any club or society, are the property of the JCR, and a full account thereof shall be presented to the FCO upon demand.
- 3.5. Each club or society shall have an Executive Committee.
 - 3.5.1. The Executive Committee of any club or society shall include, but is not limited to:
 - 1) A Club Captain, President, or designated member to represent the sport or society to the JCR,
 - 2) A Treasurer
 - 3.5.2. If a club so wishes the roles of President/Captain may be combined with the role of Treasurer.
 - 3.5.3. All members of the Executive Committee of a club or society shall be a contributing member of the sport or society.
- 3.6. Each Club and Society shall have at a minimum an Annual General Meeting (AGM) but may meet more frequently.
 - 3.6.1. At such meetings, at a minimum, the Executive Committee shall report on the year to date, present accounts for the year to date, and (at the AGM) the Executive Committee for the following year shall be elected.
 - 3.6.2. The AGM should be advertised to all club or society members at least seven days in advance and minutes should be taken by the Secretary.

4. Budgeting Procedures for Sports & Societies

- 4.1. Any Sport or Society within the JCR that wishes to receive funding from the JCR, must submit a budget application form to the FCO. This form should include at least:
 - 1) The expected total expenditure of the Sport or Society for the academic year,
 - 2) The rate at which subscriptions shall be charged per person,
 - 3) The expected number of subscriptions (subs will be a minimum of £1 per person),
 - 4) The reserves of the sport or society,

- 5) Any current assets held by the sport or society,
- 6) The amount of money raised from any other form of self-income (e.g. sponsorship, event ticket sales etc), and
- 7) The requested funding from the JCR.

4.2. The method of allocating budgets to sports and societies shall be as follows:

4.2.1. The JCR shall provide an amount of funding for the sport or society based on the income that they raise.

4.2.2. For per capita expenditure up to £40 per person, the JCR shall provide funding to the same value as the subscriptions raised.

4.2.3. For additional per capita expenditure over £40 per person the JCR shall provide funding to three times the value of the self-income.

4.2.4. Should a sport or society raise funds of a value smaller than expected on their budget form, the following actions shall take place:

- 1) The FCO shall call for another period during which the sport or society club captain may collect subs from members,
- 2) Should the amount raised still be lower than expected, the FCO and the club captain shall meet to discuss whether there are any costs that can reasonably be cut from the budget without impacting the experience of the members of the sport or society, or
- 3) Should no reasonable cuts be available, the sport or society may expend up to 50% percent of their reserves to cover their excess expenditure for the year.
- 4) Should this not be enough, the JCR shall allocate funding from the ringfenced funds for sports and societies.

4.2.5. Should a sport or society raise more funds than expected on their budget form, the JCR shall not allocate additional funding to match the surplus subscriptions. The additional funds shall either:

- 1) Be placed into the sport or society's reserves, or
- 2) Be spent on items or resources that directly benefit the current members of the sport or society, and that shall be approved by the JCR Finance Committee. These items or resources shall only be ones that are directly used in relation to the relevant sport or activity.

4.2.6. Expenditure above 5% of the budgeted amount requires approval from the FCO.

- 4.3. Those sports or societies that do not submit their budget in time for the budget meeting shall be liable to receive a lower allocation of JCR funds based on the subs they have raised at the FCO's discretion.
 - 4.3.1. For a subscriptions rate of up to the value of £40 per person, the JCR shall provide at minimum funding equal to two thirds of the subs raised (i.e. a 40/60 split).
 - 4.3.2. For a subscriptions rate of over £40, for the initial £40 the JCR shall provide funding as above, and shall then provide funding at a minimum of twice the value of the subscriptions rate beyond the £40 per person.
- 4.4. Clubs shall be permitted to submit one amended budget per academic year.
 - 4.4.1. The amended budget should only be used when necessary, and should the amended budget not be passed, the club shall not be permitted to resubmit it.
- 4.5. Any budget submitted, including amended budgets, shall first be reviewed by Finance Committee.
 - 4.5.1. They shall be discussed at a Finance Committee meeting and the committee shall form a recommendation on the budget, as well as proposing an amendment if necessary, that shall be brought forward by the FCO (or a designated representative). This shall be brought forward to a JCR General meeting in the case of a new budget.
 - 4.5.2. Should Finance Committee provide an amendment to a budget, the amended budget may only be changed by a maximum of 50% of the difference between the original and the amended budget. This shall apply to amendments to the income in the budget, and to the expected expenditure in the budget.
 - 4.5.3. New or amended budgets that are presented to Finance Committee, that are not to be part of the budget meeting, and that are requesting less than £500 of JCR funding, may be passed by a two thirds majority of the Finance Committee without being taken to a JCR General Meeting.
 - 4.5.4. Sports and societies shall keep an accurate record of JCR members that have paid subscriptions for that sport or society, and as such are a member of said sport or society.

- 4.5.5. Should a sport or society incur a fine, JCR funding shall not be used to pay for it. It shall be the responsibility of the club captain to raise the cost of the fine from the appropriate person(s) within the sport or society.

5. Membership of Sports and Societies

- 5.1. At least 50% of the membership of any club or society must be Contributing Members.
- 5.1.1. Students who have opted-out of JCR membership are not eligible to join any club or society.
- 5.1.1.1. Each sport and society should give a comprehensive list of attendees to the Sports and Societies Chair after the first meeting/official practice. After each meeting/practice, if any new members join, these names should also be sent to the Sports and Societies Chair.
- 5.1.1.2. The Sports and Societies Chair will alert each sports team or society if any attendee is not a member of the JCR (has opted-out). After this, the sport or society will not allow this member to take part in any sports or societies.
- 5.1.1.3. Any sport or society that does not comply with these guidelines will be banned from using JCR facilities.
- 5.1.1.4. Any sport or society that does not comply with these guidelines will, if they have a budget, have to forfeit 20% of their budget or one years JCR membership (currently £53.50), whichever is larger, up to a maximum of the full undergraduate JCR membership (currently £160.50).
- 5.1.1.5. The JCR membership of members of other colleges shall not be monitored.
- 5.1.2. Honorary and Associate Members who have not opted-in may still partake in all JCR activities as they are still JCR members.
- 5.2. The procedure for non-Cuth's Students shall be as follows:
- 5.2.1. Non-Cuth's students may join sports or societies if the sport or society requires their presence in order to function fully.
- 5.2.1.1. This will only be allowed on the grounds that the Cuth's students will benefit from their membership and that their membership will not come at the expense of the membership of any Cuth's student.

- 5.2.1.2. The non-Cuth's student joining the Sport or Society will be charged at a 125% rate of that Sport or Society's subscriptions.
- 5.2.1.3. The club or society must have joint permission from the President of the Society, the JCR Chair, and the Sports and Societies Chair to grant membership to a non-Cuth's student. It may appeal this decision to the Board of Trustees whose say is final.

6. Intercollegiate Societies

- 6.1. Unless otherwise specified all members of inter-collegiate societies ratified through Cuth's JCR shall pay the same subs as set by the treasurer of that society.
- 6.2. Unless otherwise specified Cuth's JCR will match the amount of subs raised only by Cuth's members of the inter-collegiate society.
- 6.3. Unless specified otherwise, all executive committee positions in inter-collegiate societies shall be open to members of any JCR to which membership of the society is open.

7. JCR Sports and Societies Awards

- 7.1. There shall be four annual JCR Sports and Societies Awards.
 - 7.1.1. Only Full JCR Members may apply for an award, and must be a member of the sports club or society that shall they are applying on the behalf of.
 - 7.1.2. Each club and society is limited to one award per academic year.
 - 7.1.3. The application process shall consist of a form and an interview. The form must be signed by the Club Captain and another member (or two other members where the Club Captain is the applicant) of the club or society to acknowledge that the applicant wishes to give something back to the society or club.
 - 7.1.4. Each applicant must be a Full Member of the JCR.
 - 7.1.5. Each applicant may apply for up to £200 or 60% of the training or course provided, whichever is smaller. The remaining will be provided personally by the applicant.

- 7.1.6. The applicant will argue both the personal benefit, and that of the respective sport or society.
- 7.1.7. The applicant will agree that if the conditions are not met, the subsidy will be withdrawn and the money is expected to be refunded.
- 7.1.8. The interview panel shall consist of:
 - 1) The JCR President,
 - 2) The Vice-President,
 - 3) The Sports and Societies Chair,
 - 4) The JCR Chair, and
 - 5) The FCO.
- 7.1.8.1. No member of the interview panel may apply for this award.
- 7.1.9. Applications will open at the end of Michaelmas Term, to be due at the first meeting of Easter term.
- 7.1.10. The interviews will be held after exams in Easter Term.
- 7.1.11. Successful applicants will write a brief summary of their course, experience or qualification for the JCR website and noticeboard to be displayed to future applicants and JCR Members.

8. Participation Fund

- 8.1. There shall be a participation fund available every year.
 - 8.1.1. The total value of the participation fund will be dictated by the annual budget.
- 8.2. The aim of the fund shall be to increase the accessibility of sporting and cultural activities to Cuth's students who may otherwise be unable to afford these activities.
- 8.3. Suitable uses of the fund include but are not limited to:
 - 1) 'Subs' for Cuth's JCR, Durham University or Durham Students' Union sports and societies,
 - 2) Specialist kit for Cuth's JCR, Durham University or Durham Students' Union sports and societies,
 - 3) Sport or arts competitions and events, and
 - 4) Accredited training courses.
- 8.4. The fund will not be used for:
 - 1) Activities which are not related to Cuth's or the University, or

- 2) Anything outside the scope of St Cuthbert's Society JCR's charitable aims.
- 8.5. Individuals who wish to benefit from the fund must, at the discretion of the president, either fill out a form and return it to the FCO or President or email the FCO or president. The form will detail, as a minimum:
 - 1) How much money the individual is requesting,
 - 2) What the money will be spent on, and
 - 3) Why they need the money.
- 8.6. All applications will be reviewed by a panel normally consisting of the JCR Chair, JCR President, Sports and Societies Chair and FCO. If necessary, an informal meeting with the applicant will be called to determine how the funding is allocated.
 - 8.6.1. This panel will prioritise recipients requesting funding for JCR activities above those who require it for activities in the wider University.
 - 8.6.2. If an applicant is applying for funding to take part in a Team Durham sport or society, their application will only be considered if they have already applied for any Participation Funds offered by Team Durham or by the relevant club.
 - 8.6.3. The panel may at their discretion choose to provide an applicant with less than the full sum which they applied for.
- 8.7. The fund will normally be opened to applicants twice per year, once in November and once in January, except in exceptional circumstances at the discretion of the panel.
 - 8.7.1. The panel will ensure that some funding is still available for the second round of applicants, unless they decide that two rounds of applications is not an appropriate way to distribute the fund in that year.
- 8.8. Reclamation of funds by successful applicants must be done in accordance with the financial procedures policy.

9. Sports and Societies Elections

- 9.1. All Sports and Societies of Cuth's JCR are required to follow these rules and regulations when holding elections for their sport or society.
- 9.2. If a sport or society wishes to use an election method not covered by these Standing Orders, they should consult the Senior Returning Officer.
- 9.3. **Election Meeting Procedure**
 - 9.3.1. The election must be advertised at least 3 days in advance in a way accessible to all those eligible to vote.
 - 9.3.2. Elections are to be minuted by an Executive Member of the society.
 - 9.3.3. Request New Candidates (RNC) should be an option in every election. If RNC wins the position the election for that position will be readvertised and rerun after a minimum period of 7 days.

- 9.3.4. The voting shall be conducted by a show of hands with eyes closed (Method II procedure) or by secret ballot
 - 9.3.4.1. Ballots should be kept safe for a period of 24 hours and any candidate may ask for a recount. The recount will have a member of the JCR Governance Committee present and an optional representative from every candidate involved.
 - 9.3.4.2. In a Method II-style election, the President will keep a count of all votes cast and shall not be at liberty to declare the count to anyone but to the Governance Committee.
- 9.3.5. The election results will be declared in the meeting and should be advertised in a way accessible to all those eligible to vote.
- 9.3.6. All present members of a sport or society with subs may vote in the elections of a sport or society with compulsory subs.
 - 9.3.6.1. At the discretion of the President, any members who have paid subs in previous years may additionally be permitted to vote.
- 9.3.7. Any JCR member may vote in the election of a sport or society without compulsory subs.
- 9.3.8. In sports or societies consisting of multiple teams/groups, elections within those teams/groups are permitted.

9.4. **Hustings**

- 9.4.1. Any candidate may run in absentia, with their hust being read out by an exec member of the sport or society.
 - 9.4.1.1. When a candidate runs in absentia no questions will be asked for any candidate for that position.
- 9.4.2. Questions should not be targeted to any individual and must apply to all candidates running for the election.

9.5. **Forbidden Campaigning Methods**

- 9.5.1. Candidates are forbidden from:
 - 1) Canvassing or campaigning in any form prior to the 24 hours before the meeting. The only campaigning allowed within 24 hours before the meeting is via word of mouth,
 - 2) Offering any bribes or exchange of value for votes,
 - 3) Personally attacking a current or previous JCR Member,
 - 4) Campaigning for Request New Candidates,
 - 5) Associating or affiliating with any member of the Governance Committee, the Executive Committee, or the incumbent, of the JCR and the sport or society,
 - 6) Any action or phrase that the SRO deems as negative campaigning.

9.6. **Methods of Sanction**

- 9.6.1. Any JCR Member may make a complaint regarding the conduct of an election within 24 hours of the start time of the relevant sport or society meeting. Governance Committee will be convened to discuss this within 48 hours of the complaints procedure being triggered.
- 9.6.2. All methods of sanction will be decided upon by the Governance Committee through a minuted meeting.
- 9.6.3. The available methods of sanction to Governance Committee are:
 - 1) Docking of votes: Some of the candidate's votes may be docked, up to a maximum of 20% of their total vote. If the docking of votes leads to a change in the elected candidate, the election must be re-run, omitting the sanctioned candidate(s) at the discretion of Governance Committee. This election will be rerun in the next general meeting with the same candidates only omitting the sanctioned candidate, or
 - 2) Disqualification: The candidate is removed from the election. The candidate with the second highest number of votes wins the election.

9.7. **Non-Cuth's JCR Members Running for Executive Positions**

- 9.7.1. All positions, excluding teaching roles such as Musical Directors or coaches, will be opened exclusively to Cuth's JCR members first.
- 9.7.2. The roles of President, Treasurer and Social Secretary, or any roles concerned with the organisation of socials or the handling of JCR funds, shall be opened exclusively to Cuth's JCR members regardless of if the role remains unfilled.
 - 9.7.2.1. Any other roles may at the discretion of the executive committee of the sport or society be opened to members from other JCRs in Durham University from the second AGM if unfilled.