

## **FURNESS COLLEGE JCR EXEC BYE LAW**

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### **1. OVERVIEW**

#### **1.1. STATUS:**

- 1.1.1 Furness College JCR Executive is a standing committee of Lancaster University Students' Union as outlined in Section 8.3 of LUSU Constitution, with its purposes defined in Section 10 of the LUSU constitution.
- 1.1.2 Furness College JCR is the autonomous representative of Lancaster University Furness College Students.

#### **1.2. DEFINITIONS:**

- 1.2.1 This document shall refer to members of the Furness JCR as 'the JCR'.
- 1.2.2 This document shall refer to Furness JCR Executive Committee as 'the Exec'.
- 1.2.3 This document shall refer to Furness College as 'the college'.
- 1.2.4 This document shall refer to Furness JCR Exec sub-committee as 'sub- committee.
- 1.2.5 This document shall refer to Lancaster University Students Union as 'LUSU'.
- 1.2.6 This document shall refer to Cross Campus Officer as 'CCO'.

#### **1.3. BYE LAW:**

- 1.3.1 May be freely changed subject to the change's submission as a motion to a Furness College JCR General Meeting, and a majority voting in favour of the motion and shall become a Bye Law of the LUSU constitution with the ratification of LUSU Council.
- 1.3.2 The JCR Chairperson has the responsibility of making decisions where there are conflicting interpretations of this Bye Law. Thereafter, a meeting of the Exec shall be convened at the earliest opportunity to discuss and ratify Chairperson's decision.
- 1.3.3 Any appeal against these decisions will be made to the LUSU Vice President (Union Development) under the terms of the LUSU Constitution.

1.3.4. Shall be reviewed by the 'Bye Law Review Sub- Committee' where any changes will need to be ratified at the commencement of following academic year, according to Section 10.2 of the LUSU Constitution.

## **2. THE FURNESS COLLEGE JCR**

### **2.1. RIGHTS:**

- 2.1.1. All undergraduate students registered as members of the college shall automatically be members of Furness College JCR, unless they have opted out of LUSU.
- 2.1.2. The JCR have the right to vote and stand in College elections.
- 2.1.3. To speak and vote at Furness JCR General Meetings and Emergency General Meetings and to propose and second motions at both.
- 2.1.4. To be represented by the Furness JCR Exec.
- 2.1.5. To opt out of the JCR; which means they shall forfeit their JCR rights.
- 2.1.6. The JCR may grant honorary membership to any person through the submission of a motion to that effect to a General Meeting, which must then be passed by a simple majority.
- 2.1.7. Honorary Members have the right to attend JCR events, but cannot vote, propose motions, stand in elections or take part in the democratic functions.

## **3. THE FURNESS JCR EXECUTIVE**

### **3.1. STANDING MANDATES:**

- 3.1.1. The Exec shall have the representation of its members' interests as its remit.
- 3.1.2. Shall be responsible for the property of the JCR in all regards.
- 3.1.3. Shall be collectively responsible for all financial aspects and delivery of activities of the JCR.
- 3.1.4. Shall undertake their duties whilst supporting and assisting other members of the exec in the performance of their duties for the general good of the JCR.
- 3.1.5. Each exec position shall have a written job description which each officer must fulfil or face termination of office as outlined in 3.4 of this Bye Law.
- 3.1.6. Exec job descriptions will be reviewed each year alongside the Bye Law and may be modified at any point by a motion passed, by a simple majority, at a quorate

general meeting.

- 3.1.7. Shall abide by the equal opportunities policies of LUSU and the University.
- 3.1.8. Shall adhere to the LUSU Staff/Student Protocol, abide by the policies of Furness College and be responsible for regular liaison with the College.
- 3.1.9. Shall complete a written handover document at the end of their term shall be given to both their successor, in person, and the Chairperson to file for future reference.
- 3.1.10. Each position shall be held by one person at any given time

### **3.2. SUB- COMMITTEES:**

- 3.2.1. The Exec may create sub-committees or be instructed to do so by a General Meeting.
- 3.2.2. Shall have an Exec convenor who shall be responsible for the operation of that sub-committee.
- 3.2.3. Shall have written terms of reference and membership as determined by the Exec or a General Meeting with a fixed term of no longer than 3 years, though that term is renewable.
- 3.2.4. May co-opt further members or invite participation as they determined by their terms of reference.
- 3.2.5. Shall adopt the same procedures and standing orders as used for the Exec meetings.
- 3.2.6. Shall have delegated authority of the JCR Exec on matters within their remit, and within their budget allocation, and provided that the actions of that subcommittee do not contradict the policy or Bye Laws of the JCR or LUSU.
- 3.2.7. The convenor of each sub-committee shall ensure that the minutes of each meeting of that sub-committee are sent to the Exec for approval.
- 3.2.8. Suggestions for changing the policy or budget of the JCR should be sent to the Exec Committee or Furness JCR General Meeting as an agenda item as appropriate.
- 3.2.9. Shall be convened termly and every Exec Officer has the right to sit on and assist with all sub-committees.

**3.3 LISTED SUB- COMMITTEES:****3.3.1. *The Intro-Week Sub- Committee:***

3.3.1.1. Shall be chaired by the President.

3.3.1.2. Include the Vice-President (Socials & Events), Vice-President (Welfare & Campaigns), Treasurer

3.3.1.3. Include any other JCR Executive Officer wishing to sit on this committee.

**3.3.2. *The Patriot's Cup Committee:***

3.3.2.1. Shall be chaired by the Sports Officers from Furness and Cartmel Colleges.

**3.3.3. *'The Extrav' Sub- Committee:***

3.3.3.1. Shall be chaired by the Vice-President Social & Events.

3.3.3.2. Include the Treasurer.

3.3.3.3. Include any other JCR Executive Officer wishing to sit on this committee.

**3.3.4. *'The Bye Law Review' Sub- Committee:***

3.3.4.1. Shall be chaired by the Chairperson.

3.3.4.2. Shall include the President, Vice-President Social & Events & Vice-President (Welfare & Campaigns)

3.3.4.3. Shall ensure thorough review of this Bye Law and ensure that it is kept up to date and relevant.

3.3.4.4. Include any other JCR Executive Officer wishing to sit on this committee.

**3.4 POSITIONS:**

3.4.1 The Exec shall consist of the following officers:

3.4.1.1. The President;

3.4.1.2. The Vice President (Welfare and Campaigns);

3.4.1.3. The Vice President (Socials and Events);

3.4.1.4. The Chairperson;

3.4.1.5. The Treasurer;

- 3.4.1.6. The Media and Communications Officer (2);
- 3.4.1.7. The Social and Events Officer (2);
- 3.4.1.8. The Welfare and Campaigns Officer (2);
- 3.4.1.9. The Education and Opportunities Officer;
- 3.4.1.10. The International Student Experience (ISE) Officer;
- 3.5.1. 11. The Sports Officer (2).

### **3.5 JOB DESCRIPTION**

#### **3.5.1. *The President:***

- 3.5.1.1 Is responsible for the co-ordination and control of the Executive
- 3.5.1.2 Shall liaise with the senior members of the University and College, to ensure other officers comply with B8 of the Furness College JCR Bye Law.
- 3.5.1.3 Shall be the primary representative of the Furness JCR and as such represent the JCR on committees they are elected to by LUSU or the JCR.
- 3.5.1.4 Shall sit on LUSU Council along with the JCR Vice President (Welfare & Campaigns).
- 3.5.1.5 Shall be the lead organizer of the Furness College Intro Week with support from the Vice-President (Socials and Events), Vice-President (Welfare and Campaigns), Social and Events Officers, and Treasurer and shall be ultimately responsible and accountable for it to LUSU and the JCR.
- 3.5.1.6 Shall, subject to any resolution being passed to the contrary, be Deputy Chair for all general meetings and JCR Exec Hustings.
- 3.5.1.7 Shall support and assist other members of the Executive in the performance of their duties.
- 3.5.1.8 Shall liaise with the Treasurer over the administration and conduct of all JCR financial business.
- 3.5.1.9 Shall work closely with the Chairperson to ensure all elections are conducted in accordance to the LUSU Constitution and Elections Bye Law.
- 3.5.1.10 Shall support the Vice President Socials and Events with the organization and delivery of the 'Summer Extravaganza'.
- 3.5.1.11 Shall work closely with the JCR Education & Opportunities Officer, and

college principle in the organization and running of the 'Mind Your Own Business' project.

3.5.1.12 This position shall be held by only one person at a given time.

### **3.5.2. The Vice-President (Welfare and Campaigns)**

3.5.2.1 Shall represent the JCR on welfare and Campaigns related matters

3.5.2.2 Shall sit on LUSU Council along with the JCR President.

3.5.2.3 Shall deputize for the President in the event of the President's absence.

3.5.2.4 Shall work with and support all JCR exec officers in the fulfilment of their duties, in particular the Education and Opportunities Officer, Welfare and Campaigns Officer and the International Student's Experience Officer.

3.5.2.5 Shall lead the development and delivery of welfare related campaigns.

3.5.2.6 Shall work closely with the President and Welfare & Campaigns officers to put together the interview, training and overall management as well as general organisation of the Furness College Fresher Rep scheme.

3.5.2.7 Shall support the President with the organisation and running of Furness College Intro Week.

3.5.2.8 Shall work closely with the LUSU Vice president (Welfare & Community), CCO Welfare, and other college welfare officers to develop and promote welfare campaigns within Furness College.

3.5.2.9 Shall sit on LUSU Equality, Welfare and Diversity Council.

3.5.2.10 Shall attend at least two academic council meetings during the year.

3.5.2.11 This position shall be held by only one person at a given time.

### **3.5.3. The Vice President (Socials and Events)**

3.5.3.1 Shall represent the JCR on Socials and Events related matters.

3.5.3.2 Shall be the primary coordinator of JCR socials and events.

3.5.3.3 Shall work closely with and support all JCR Exec Officers in the fulfilment of their duties, in particular JCR Social and Events Officers.

3.5.3.4 Shall be the lead organizer of the Furness College Summer Extravaganza with support from the Social and Events Officers and Treasurer and shall be ultimately responsible and accountable for it to LUSU and the JCR.

- 3.5.3.5 Shall support the President with the organisation and running of Furness College Intro Week.
- 3.5.3.6 Shall work closely with the Social and Events officers in the organization and management of the Winter Ball and bi annual 15 hour bar crawl.
- 3.5.3.7 Shall ensure that Socials and Events are accessible to all members of the JCR.
- 3.5.3.8 Shall work closely with the LUSU Vice President (Union Development) and Cross Campus Officer for Socials to support and promote cross campus and LUSU socials to the Furness JCR.
- 3.5.3.9 Shall sit on the LUSU Social and Events Group.
- 3.5.3.10 This position shall be held by only one person at a given time.

#### 3.5.4. **The Chairperson**

- 3.5.4.1 Shall be responsible for the convening and chairing all JCR meetings in accordance with section 4 of this Bye Law.
- 3.5.4.2 Shall be responsible for keeping an up to date record of this Bye Law and ensure that it is available to any member of the college upon request.
- 3.5.4.3 Shall ensure transparency of the JCR Exec by making available both the Bye Law and Minutes to all members of the college upon request.
- 3.5.4.4 Shall have overall responsibility of JCR elections and involvement in Union elections, through sitting on the election subcommittee of the union.
- 3.5.4.5 Shall carry out elections in accordance with section 12 of the LUSU Constitution.
- 3.5.4.6 Shall, subject to any resolution being passed to the contrary, chair all general meetings and JCR Exec Hustings, and shall call all general meetings in accordance with any regulations in the Furness JCR Bye Law.
- 3.5.4.7 The Chairperson does not hold a vote in meetings, unless the vote is tied, in which case the Chairperson has the casting vote.
- 3.5.4.8 Shall work closely with the LUSU Vice President (Union Development) and CCO Democracy to develop and promote college and LUSU elections.
- 3.5.4.9 This position shall be held by only one person at a given time.

#### 3.5.5. **The Treasurer:**

- 3.5.5.1 Shall be responsible for overseeing and administering the control and

conduct of the financial business of the JCR.

- 3.5.5.2 Shall maintain an up to date account of all JCR financial transactions
- 3.5.5.3 Shall check and scrutinize the monthly accounts prepared by the LUSU finance office.
- 3.5.5.4 Shall give financial advice to all officers on the expenditure of budget and shall prohibit certain transactions if they are not financially viable.
- 3.5.5.5 Shall work closely with the President, Vice-president (Socials and Events) and Vice-President (Welfare and Campaigns) the organization of the Furness College Intro Week by helping produce and maintain the Intro Week budget.
- 3.5.5.6 Shall work closely with the Vice President (Socials & Events) in the organization of the Furness College Summer Extravaganza by helping to produce and maintain the Summer Extravaganza Budget.
- 3.5.5.7 The Treasurer shall minute JCR Meetings.
- 3.5.5.8 Shall create, alongside the President, the annual JCR Exec budget which is to be passed, by a simple majority, at the next JCR Exec meeting.
- 3.5.5.9 Shall be responsible for collecting and banking the JCR share of the college pool table revenue.
- 3.5.5.10 This position shall be held by only one person at a given time.

### **3.5.6. The Media and Communications Officer (Two Positions)**

- 3.5.6.1 Shall be responsible for the public image of the JCR, both its online presence and published media.
- 3.5.6.2 Shall update and inform the JCR of events and campaigns within the college and LUSU.
- 3.5.6.3 Shall collaborate with the President on activities concerning publicity as well as reporting progress to the JCR Exec.
- 3.5.6.4 Shall be responsible for maintaining in good working order the college media and communications equipment.
- 3.5.6.5 Shall ensure that the College website and noticeboard are updated when necessary.
- 3.5.6.6 Create, edit and publish the termly college magazine 'Furst' and the JCR weekly college e-newsletter 'Beverly's Hills' to all members of the JCR.

- 3.5.6.7 Collaborate with the Social and Event officers before the beginning of each term in regard to the social calendar.
- 3.5.6.8 Shall work closely with the Chairperson to publicize and promote college and LUSU elections
- 3.5.6.9 Shall support the organization of the college Intro Week, Summer Extravaganza and Winter Ball by communicating and publicizing these events.
- 3.5.6.10 Liaise with LUSU Vice President (Campaigns and Communications), relevant CCO's and LUSU media outlets to publicize cross campus events to the Furness JCR.
- 3.5.6.11 The two officers elected can either work together or delegate tasks between themselves, when conflict occurs, the President will delegate for them.

### **3.5.7. The Social and Events Officer (Two positions)**

- 3.5.7.1 Shall be responsible for developing the interests of the JCR in social activities.
- 3.5.7.2 Shall ensure the organization, coordination and promotion of the weekly 'Pub Quiz', the 'Winter Ball', and the bi-annual 'Fifteen Hour Bar Crawl'.
- 3.5.7.3 Shall collaborate with the Vice President (Socials and Events) on activities concerning social and events as well as reporting progress to the JCR Exec.
- 3.5.7.4 Shall support the President in the organization of the Furness College Intro Week.
- 3.5.7.5 Shall support the Vice President (Socials and Events) in the organization of the Furness College Summer Extravaganza and Winter Ball.
- 3.5.7.6 Shall draft a Social calendar for each term, which is to be publicized adequately to the JCR.
- 3.5.7.7 Shall Liaise with LUSU Vice President (Union Development), LUSU Vice President (Campaigns and Communication), relevant CCO's and other colleges to develop combined social events.
- 3.5.7.8 Shall sit on the LUSU Social and Events Group to develop cross campus socials.
- 3.5.7.9 Two officers are elected.

**3.5.8. The Welfare and Campaigns Officer (Two Positions)**

- 3.5.8.1 Responsible for promoting the welfare of all JCR members including, but not limited to, LGBTQ\*, Disability, International and other liberation groups and Green Issues.
- 3.5.8.2 Lead campaigns for the rights of all students within the college and to ensure that they are treated equally and fairly.
- 3.5.8.3 Attend and report the meetings of LGBTQ\*, Environment and Ethics, EWD Council and LUSU Gives.
- 3.5.8.4 Coordinate and deliver at least one campaign a term regarding inequality, discrimination, awareness or anything equivalently related to welfare.
- 3.5.8.5 Collaborate with the Vice President (Welfare and Campaigns) on matters concerning welfare as well reporting progress to the JCR Exec.
- 3.5.8.6 Liaise with the LUSU Vice President (Welfare and Community) and relevant CCO's to deliver Welfare related messages and campaigns to the Furness JCR.
- 3.5.8.7 Shall work closely with the President and Vice President (Welfare and Campaigns) in the recruitment and management of Furness College Fresher Reps.
- 3.5.8.8 Shall hold a drop-in session lasting at least one hour each week during university term time, open to any JCR member.
- 3.5.8.9 Maintain a 48 hour response to all emails submitted to the Furness College welfare email address.
- 3.5.8.10 Two officers elected.

**3.5.9. The Education and Opportunities Officer**

- 3.5.9.1 Shall be the Furness JCR's primary representative on matters relating to Education and student opportunities.
- 3.5.9.2 Shall be responsible for assisting in all problems concerning education including matters of grants and accommodation, both on campus and off campus.
- 3.5.9.3 Work closely with various groups in LUSU and the university to promote

opportunities, such as volunteering, employability and skills development.

- 3.5.9.4 Collaborate with the Vice President (Welfare and Campaigns) on matters concerning academia and reporting progress to the JCR Exec.
- 3.5.9.5 Liaise with the LUSU Vice President (Education), relevant CCO's and the Vice President (Welfare & Campaigns) to deliver relevant education and student opportunity campaigns to the Furness JCR.
- 3.5.9.6 Coordinate and deliver at least one campaign a term regarding opportunities with employability, training, or anything equivalently related to education or personal development.
- 3.5.9.7 Shall work closely with the President and College Principle in the organisation and running of the "Mind your own Business" project.
- 3.5.9.8 Represent the JCR and actively engage in Academic Council.
- 3.5.9.9 This position shall be held by only one person at a given time.

#### **3.5.10. International Student Experience (ISE) Officer**

- 3.5.10.1 Responsible for informing international students of the opportunities within the college along with the Education & Opportunities Officer and for the participation of international students in the JCR.
- 3.5.10.2 Shall develop and sustain new and innovative ways of engaging with international students.
- 3.5.10.3 Shall be responsible for running at least one campaign concerning issues relating to international students with the support of the Vice President (Welfare & Campaigns).
- 3.5.10.4 Shall work closely, but not exclusively, with the college Welfare and Campaigns Officers to ensure the wellbeing of international students.
- 3.5.10.5 Shall work closely, but not exclusively, with the Social and Events Officers to ensure events are catered and suitable for international students.
- 3.5.10.6 Assist the Chair in encouraging international students to participate in democratic functions.
- 3.5.10.7 Shall sit on LUSU Equality, Welfare and Diversity Council.

- 3.5.10.8 Collaborate with the Vice President (Socials and Events) and Vice President (Welfare and Campaigns) on matters concerning International students as well as reporting progress to the JCR Exec.
- 3.5.10.9 Shall liaise with the LUSU Vice President (Campaigns and Communication), LUSU Vice President (Welfare & Community) and relevant CCO's to raise matters concerning international students.
- 3.5.10.10 Shall hold a drop-in session lasting at least one hour each week during university term time, open to any JCR member.
- 3.5.10.11 This position shall be held by only one person at a given time.

### **3.5.11. The Sports Officer (Two Positions)**

- 3.5.11.1 Shall be responsible for ensuring that sport is accessible and appeals to as many members of the JCR as possible at all levels.
- 3.5.11.2 Shall facilitate the development of new sports within the college.
- 3.5.11.3 Coordinate inter-college teams and liaise with the Sports Association and team captains.
- 3.5.11.4 Ensure the organization, coordination and promotion of 'The Patriot's Cup' in alliance with the relevant Cartmel College Exec.
- 3.5.11.5 Encourage the participation of the JCR in Carter Shield events and attend all such events.
- 3.5.11.6 Convene at least one meeting per term with all college team captains in the George Wyatt, Netball and Football leagues.
- 3.5.11.7 Along with the sporting team captains organise the annual Nick Lewis Cup and Richard Slatter Tournament.
- 3.5.11.8 Liaise with LUSU Vice President (Activities), relevant CCO's and collegial sport teams to develop inter- collegial sporting events.

## **3.6. TERMINATION OF OFFICE**

- 3.6.1. The President is responsible for the discipline and conduct of the JCR Executive. Therefore, reserves the right to suspend any Furness JCR Executive Officer for misconduct or dereliction of their duties.
- 3.6.2. Gross misconduct or failure of members of the Exec to carry out responsibilities

conferred on them, as outlined in Section 4 & 5, shall without reasonable excuse, act as sufficient grounds for suspension of the office concerned.

- 3.6.3. Exec Officers may be suspended by a simple majority at an Exec JCR Meeting for not adhering to their responsibilities and jobs description as stated in the Bye-Law.
- 3.6.4. Suspension of an Officer shall mean that an officer is prohibited from carrying out their duties and responsibilities as set out in this Bye Law.
- 3.6.5. The decision to suspend an officer must then be ratified by a simple majority at the next Furness JCR General or Emergency General Meeting.
- 3.6.6. A member of the Exec who has their suspension ratified by a Furness JCR General or emergency General Meeting shall be removed from office.
- 3.6.7. Refer to Section 17 of the LUSU constitution for further instruction.
- 3.6.8. Complaints about the operations of Exec Officer should be made in writing to the President (or if it is about the President, to the LUSU President).
- 3.6.9. Any member of the Exec may resign in writing to the President in person.
- 3.6.10. The resignation of the President must be submitted as an open address, in writing, to the Exec and LUSU President in person.
- 3.6.11. Complaints should be dealt with under LUSU Complaints Procedure as outlined in Section 16 of the LUSU Constitution.

#### **4. MEETINGS AND ELECTIONS:**

##### **4.1. ROLE:**

- 4.1.1. Furness JCR Exec Meetings are meetings where the Exec discuss and make policy on matters relating to the JCR and LUSU.
- 4.1.2. General Meetings shall be the sovereign body of the JCR and may instruct the Exec to follow a mandatory course of action over a particular issue.
- 4.1.3. Each Furness Exec Officer must attend JCR Meetings, or send reasonable apologies, as deemed by the Chair, or otherwise face suspension as outlined in 3.4 of this Bye Law.
- 4.1.4. Each Exec Officer shall attend all LUSU meetings relevant to their positions as stated in this bylaw or the President.

**4.2. EXEC MEETINGS:**

- 4.2.1. The Chairperson shall chair the meeting.
- 4.2.2. The Treasurer shall minute the meeting.
- 4.2.3. Business and voting will be conducted in a manner set out in LUSU Constitution & Bye Laws for Exec Meetings.
- 4.2.4. Quorum of an Exec Meeting shall be 50% of the number of positions on Exec.
- 4.2.5. Shall take place on a weekly basis.
- 4.2.6. Date, time and venue shall be determined by the Chairperson.
- 4.2.6. Each Furness Exec Officer is expected to give a full report of their relevant LUSU meetings and officer activities as outlined in their job description.

**4.3. FURNESS JCR GENERAL MEETING:**

- 4.3.1. May be called by the president, a majority vote in a quorate JCR exec meeting, or  
by 15 members of the JCR in writing to the chairperson.
- 4.3.2. The Chairperson shall chair the meeting.
- 4.3.3. The Treasurer shall minute the meeting.
- 4.3.4. Notice shall be at least seven days specifying date, time and venue and must be  
given visibly.
- 4.3.5. Publicity is the responsibility of the Chairperson.
- 4.3.6. Must be called in the case of amendments to the JCR Bye Law, suspension of an  
officer, a proposed vote of no confidence in any officer of the Exec or to grant honorary membership.
- 4.3.7. Business must be given with the notice for the General Meeting and an agenda must be publicized no later than 24 hours before the start of the meeting.
- 4.3.8. Business or motions should be submitted in writing to the Chair at least 48 hours  
prior to the meeting.
- 4.3.9. Business and voting will be conducted in a manner set out in LUSU Constitution for General Meetings.
- 4.3.10. Quorum of a General Meeting shall be 30 JCR Members.
- 4.3.11. The Chairperson does not hold a vote in meetings, unless the vote is tied, in which

case the Chairperson has the casting vote.

**4.4. EMERGENCY GENERAL MEETINGS:**

- 4.4.1. May be called by the President, or by 50% of the Exec in writing to the President,  
or by 30 signatories of JCR members to the President.
- 4.4.2. The Chairperson shall chair the meeting.
- 4.4.3. The Treasurer shall minute the meeting.
- 4.4.4. At least 24 hours notice specifying date, time, Chair and venue of an Emergency General Meeting must be given visibly.
- 4.4.5. Publicity is the responsibility of the Chairperson.
- 4.4.6. Business and voting will be conducted in a manner set out in LUSU Constitution & Bye Laws for Emergency General Meetings.
- 4.4.7. Quorum of an Emergency General Meeting shall be 30 JCR members.

**4.5. ELECTIONS:**

- 4.5.1. The running of all elections shall be the responsibility of the Exec with the Chairperson acting as the Acting Returning Officer for the college.
- 4.5.2. In circumstances where the Chairperson cannot act as the Chief Returning Officer for JCR, the JCR Exec shall abide by LUSU elections bye-law in the appointment of a new ARO.
- 4.5.3. Elections procedures for all elections shall observe and adhere to the LUSU Elections regulations as set out in Section 13 of the LUSU Constitution.
- 4.5.4. Exec positions will be elected in the Michaelmas Term each year for one year, except in the instance of a Bye-Election or Co-option.

**4.6. CO- OPTION AND BY ELECTIONS:**

- 4.6.1. Members of the JCR may be co-opted to fill any positions in the Exec.
- 4.6.2. The vacant position must be advertised at the previous Furness JCR Exec meeting  
and published on relevant social media sites.
- 4.6.3. Shall be done by a simple majority at a Furness JCR Exec meeting.
- 4.6.4. Shall be confirmed at the Exec meeting and publicized, as seen fit by the Chairperson, to the JCR.

- 4.6.5. The co-opted position must be forwarded for election immediately.
- 4.6.6. Bye-Elections must be convened at the soonest time possible.
- 4.6.7. The position of co-option is immediately terminated once the results of the By-election are announced.
- 4.6.8. If the co-opted Officer is running in the Bye-Election they are forbidden to use Their Office to intervene in the running of the election.

**4.7. FURNESS JCR EXECUTIVE HUSTINGS:**

- 4.7.1. Shall be chaired and convened by the Chairperson, and deputy chaired by the President.
- 4.7.2. All JCR Executive Officers must attend hustings or send reasonable apologies as deemed by the Chairperson.
- 4.7.3. The Media & Communications Officer shall work closely with the Chairperson and President to promote, organize and run the Furness JCR Executive Hustings.

**5. FINANCE**

**5.1. DETAILS:**

- 5.1.1. All financial matters of the JCR shall be dealt with as set out in the LUSU Financial Regulation.
- 5.1.2. A budget of estimates for the coming year's expenditure shall, by the end of the summer term, be drawn up by the Treasurer and President and presented in writing to a Furness JCR Exec Meeting for approval.
- 5.1.3. The following shall ordinarily be signatories of the Exec account with LUSU:
  - 5.1.3.1 The President.
  - 5.1.3.2 The Treasurer.
  - 5.1.3.3 The Vice President (Socials and Events).
  - 5.1.3.4 The Vice President (Welfare and Campaigns).