

# **FYLDE COLLEGE JCR EXEC BYE LAW**

## **1. STATUS**

1.1. Fylde Junior Common Room Executive is a standing committee of Lancaster University Students' Union as outlined in Clauses 102-107 of the Constitution of Lancaster University Students' Union. Fylde Junior Common Room Executive is the representative of Lancaster University Fylde College Students.

## **2. DEFINITION**

2.1. This document shall refer to Fylde College as 'the College'.

2.2. This document shall refer to the Junior Common Room Executive Committee as the 'JCR Exec'.

2.3. This document shall refer to JCR Executive Officers as 'Officer(s)'.

2.4. This document shall refer to Lancaster University Students' Union as 'LUSU'.

2.5. Officers shall be full members, and have the rights listed in 4.2 – 4.5.

## **3. COLLEGE BYE LAW**

3.1. This bye law may be freely changed by a College General Meeting. This shall become a bye law of the LUSU constitution with the approval of the LUSU Executive Committee.

3.2. The Chair & Democracy Officer has the responsibility of making decisions where there are conflicting interpretations of this document. Thereafter, a meeting of the JCR Exec shall be convened at the earliest opportunity to discuss and ratify the decision. Any appeal against these decisions will be made to LUSU Vice President (Union Development).

3.3. Amendments and clarifications of this bye law are not grounds for appeal against prior decisions.

3.4. This bye law must be reviewed by the JCR Exec annually with amendments made at a College General Meeting no later than Week 5 of Michaelmas Term.

## **4. THE JUNIOR COMMON ROOM**

4.1. All undergraduate students registered as members of the College shall automatically be members of the JCR, unless they have opted out of LUSU.

4.2. Members of the JCR have the right to vote and stand in JCR elections.

4.3. Members of the JCR shall have the right to attend, speak and vote at General Meetings and Emergency General Meetings and to propose and second motions at General Meetings.

4.4. Members of the JCR have the right to be represented by Officers.

4.5. Any member of the JCR has the right to opt out of the JCR. Any member who does so shall forfeit their rights as mentioned in 4.2 - 4.4.

## **5. THE JCR EXEC**

5.1. The JCR Exec shall consist of the Officers listed in Section 7.

5.2. Any member of the JCR Exec may resign by writing to the President and the Chair & Democracy Officer.

5.3. Should the President wish to resign, the written resignation must be submitted to the Chair & Democracy Officer and the LUSU President. An Emergency General Meeting should then be called.

5.4. With the exception of Sports Officers, bye-elections and co-options, these representatives are elected in Week 8 of Michaelmas Term (and begin their duties at the start of Lent Term). Sports Officers are elected in Week 8 of Summer Term and bye-elections occur in Week 8 of each term where necessary.

## **6. JCR EXEC STANDING MANDATES**

6.1. At all times the JCR Exec must act to promote College spirit, identity and inclusion.

6.2. The purpose of the JCR Exec is to foster inclusive student communities within the College, through acting in the wider interests of their Members. This is by:

6.2.1. representation of the views of their College community, members' welfare and social experiences to the Principal and SCR;

6.2.2. representing these views to the Union's Full Time Officers where appropriate;

6.2.3. providing social, cultural, sporting and recreational activities and forums for discussion and debate for the personal development of their Members.

6.3. The Officers of the JCR Exec have a duty of care to the members of the JCR and are morally responsible for their welfare.

6.4. The JCR Exec must act to represent the views of the JCR in all matters.

6.5. Every Officer who wishes to have help in publicising and promoting an event from either the Publicity Officer or Communications Officer shall notify these at least 7 days in advance of the event of matter.

6.6. Every Officer must attend any JCR Exec organised event or meeting which is specified by another Officer. Apologies must be submitted to the relevant Officer and the Chair & Democracy Officer with a reasonable excuse at least 24 hours prior to the event.

6.7. Every Officer must be present during Winter Officer Conference, Extrav and Freshers' Week.

6.8. Every Officer must attend the relevant committees and meetings that they are elected to or delegated to by the President.

6.9. Every Officer shall complete a written handover document at the end of their term of office. One copy shall be given to their successor and one copy shall be given to the Chair & Democracy Officer to file for future reference.

6.10. Every Officer shall be responsible for the upkeep of the JCR office and be responsible for the care of all JCR property.

## **7. THE JCR EXEC POSITIONS**

### **7.1. The President**

7.1.1. Shall be the representation of the JCR at LUSU;

7.1.2. Shall be the nominal head of the JCR Exec and as such they have the ultimate responsibility for the actions of the JCR Exec and for the finances of the JCR;

7.1.3. Shall ensure there is effective communication and liaison with senior members of the College and the University;

7.1.4. Shall ensure Officers comply with their duties as set out in this bye law and to this extent are responsible for disciplinary matters regarding the whole JCR Exec;

7.1.5. Shall be ultimately responsible for the organisation of Fresher's Week. This does not include the organisation of volunteers to be Fylde Reps which shall be the responsibility of the Vice President: Welfare;

7.1.6. Shall mandate, after consultation, either the Vice President: Socials and Events, the Vice President: Welfare or the Chair & Democracy Officer to act as President in their absence;

7.1.7. Shall be ultimately responsible for ensuring the adequate training and handover of the JCR Exec when new Officers are elected.

### **7.2. The Vice President: Socials and Events**

7.2.1. Shall assist the President in their duties and deputise for the President when requested;

7.2.2. Shall be ultimately responsible for the organisation of Extrav;

7.2.3. Shall be ultimately responsible for the organisation of the Winter Ball alongside the Socials and Events Officers;

7.2.4. Shall be responsible for leading the Socials and Events Officers as a Socials and Events team;

7.2.5. Shall hold an overall responsibility for the maintenance of audio and visual equipment;

7.2.6. Shall liaise closely with the LUSU Vice President (Union Development) on the organisation of socials and events;

7.2.7. Shall liaise closely with the Socials and Events team to organise regular socials and events throughout the academic year including a range of non-alcoholic socials and events;

7.2.8. Shall liaise closely with the Publicity Officer and Communications Officer on the publicity of College and LUSU socials and events;

7.2.9. Shall liaise closely with the President and Chair & Democracy Officer on all financial aspects of College socials and events;

7.2.10. Shall attend LUSU PA Kit training.

### **7.3. The Vice President: Welfare**

7.3.1. Shall assist the President in their duties and deputise for the President when requested;

7.3.2. Shall liaise closely with the LUSU Vice President (Welfare & Community) and LUSU Vice President (Education);

7.3.3. Shall be responsible for the welfare of Officers;

7.3.4. Shall be responsible for leading the Welfare Officers and International Officer as a Welfare team, delegating duties to them where necessary;

7.3.5. Shall promote education and employability to the JCR, through events and campaigns;

7.3.6. Shall promote Inter College competitions within the JCR;

7.3.7. Shall be responsible for all welfare campaigns and events within the College;

7.3.8. Shall be responsible for allocating the Fylde Scholarship Fund alongside the College Senior Advisor and a third JCR Exec Officer to be decided by the Vice President: Welfare;

7.3.9. Shall be responsible for the running and organisation of the Fylde Rep System, including the selection, allocation and training processes.

### **7.4. The Chair & Democracy Officer**

7.4.1. Shall be responsible for the impartial oversights of JCR Exec meetings and College democracy;

7.4.2. Shall act as chair for JCR Exec and General Meetings, and shall monitor the attendance of Officers at these events;

7.4.3. Shall attend LUSU Democracy Committee and shall run elections within the college ensuring adherence to the LUSU Constitution and the fair conduct of all candidates;

7.4.4. Shall be responsible for the elections, JCR Exec meetings and General Meetings, and keep a record of all apologies submitted;

7.4.5. Shall be ultimately responsible for the interpretation and dissemination of this bye law as set out above;

7.4.6. Shall hold an up-to-date copy of this bye law which should be produced to any member of the College who requests one;

7.4.7. Shall have joint responsibility with the JCR President for all financial matters, including: producing the annual budget, monitoring financial paperwork and offering financial advice to other Officers;

7.4.8. Shall work closely with the VP Socials and Events, and the Socials and Events Officers on the finances of JCR socials and events including but not exclusive to; Winter Ball and Fylde Extrav;

7.4.9. Shall ensure at the beginning of the year that each officer knows what their role incorporates by going through the bye law with each JCR exec team;

7.4.10. Shall be responsible for the discipline of Officers;

7.4.11. Shall control all financial matters of the JCR in accordance with the LUSU Financial Regulations bye law. They shall ensure proper, responsible and agreed spending of funds and catalogue all spending receipts;

7.4.12 Shall work with the President and VP: Socials and Events to produce a budget for Freshers' Week, Winter Ball and Extrav.

### **7.5. The Communications Officer**

7.5.1. Shall be responsible for the public image of the JCR and promote its interests at all levels;

7.5.2. Shall, in conjunction with the Publicity Officer, be responsible for the upkeep of notice boards within the College;

7.5.3. Shall be responsible for the maintenance and development of the JCR's digital media. This includes but is not exclusive to the JCR Exec website and JCR social media accounts;

7.5.4. Shall be responsible for ensuring provision of a suitable photographic record to be taken at all JCR events;

7.5.5. Shall work closely but not exclusively with the Publicity Officer in maintaining the public image of the JCR and the promotion of its interests.

### **7.6. The Publicity Officer**

7.6.1. Shall be responsible for the publicising of all JCR activities and events;

7.6.2. Shall, in conjunction with the Communications Officer, be responsible for the upkeep of notice boards within the College;

7.6.3. Should help publicise and promote all JCR campaigns in conjunction with the appropriate Officers;

7.6.4. Shall work closely but not exclusively with the Communications Officer when publicising activities, events and campaigns.

### **7.7. The Sports Officers (2 Positions)**

7.7.1. Shall be responsible for the organisation of College sporting activities;

7.7.2. Shall be responsible for promoting Inter College sports events within the JCR, including but not limited to Carter Shield;

7.7.3. Shall be responsible for organising trials and teams for Inter College events, and ensure there are captains who shall organise all bar sports, football teams and netball teams;

7.7.4. Shall liaise with all College captains, the LUSU Activities Office, LUSU Vice President (Activities) and other appropriate LUSU officers;

7.7.5. Shall be responsible for the games machines in the JCR, ensuring all faults are reported and general upkeep of the machines;

7.7.6. Shall have their term of office running in line with the Carter Shield year;

7.7.7. Shall be partly responsible for the organisation and running of the Legends Shield.

### **7.8. The Socials and Events Officers (2 Positions)**

7.8.1. Shall have joint responsibility with the Vice President: Socials and Events for the organisation of a broad range of regular social events for the JCR;

7.8.2. Shall be responsible for producing a social calendar each term with the Vice President: Socials and Events whilst working within the guidelines of the budget for socials and events;

7.8.3. Shall also be responsible for maintaining good order at all social events;

7.8.4. Shall be responsible for the organisation of the Winter Ball;

7.8.5. Shall be responsible for liaising with the Vice President: Socials and Events in the organisation of socials and events;

7.8.6. Shall be responsible for the maintenance of audio and visual equipment;

7.8.7. Should aim to involve musicians and DJs from the College to enhance social events;

7.8.8. Shall attend LUSU PA Kit training.

### **7.9. The Welfare Officers (2 Positions)**

7.9.1. Shall be responsible for campaigning for the rights of all students within the College and to ensure that they are treated equally and fairly;

7.9.2. Shall be responsible for co-ordinating and facilitating campaigns to raise awareness and challenge prejudice and discrimination of any member of a minority group such as LGBTQ\* students, BME students, and students with disabilities;

7.9.3. Shall liaise with the Vice President: Welfare and LUSU Vice President (Welfare & Community) and other appropriate LUSU Officers;

7.9.4. Shall run at least one campaign per term.

### **7.10. The International Officer**

7.10.1. Shall be responsible for campaigning for the rights and welfare needs of international students within the College and to ensure that they are treated equally and fairly;

- 7.10.2. Shall be responsible for the representation of the international students within the College, and to ensure that they are included and catered for with all events and campaigns run by the JCR Exec;
- 7.10.3. Shall have joint responsibility with the Vice President: Welfare for the organisation of a range of international events for the JCR, including but not exclusive to "Fylde Goes Global";
- 7.10.4. Shall ensure a good relationship with a wide range of LUSU cultural and international societies, and ensure clear channels of communication are maintained;
- 7.10.5. Shall work with the Communications & Publicity Officers to develop and sustain new and innovative ways of engaging with international students;
- 7.10.6. Shall liaise with the Vice President: Welfare and appropriate LUSU Officers.

## **8. MEETINGS**

### **8.1. Definitions**

- 8.1.1. JCR Exec Meetings are meetings where the JCR Exec discuss and make policy on matters relating to the JCR. The JCR Exec Meeting is a standing committee of the General Meeting;
- 8.1.2. General Meetings shall be the sovereign body of the JCR and may instruct the JCR Exec to follow a certain course of action over a particular issue;
- 8.1.3. Emergency General Meetings are meetings called to discuss and form policy on one particular issue. Emergency General Meetings may instruct the JCR Exec to follow a certain course of action over a particular issue.

### **8.2. JCR Exec Meetings**

- 8.2.1. JCR Exec meetings will be conducted at least once a week during term, unless the President and Chair & Democracy Officer decide one is not needed.
- 8.2.2. If at any point the Chair & Democracy Officer position is vacant, one of the Vice Presidents is to be elected by the JCR Exec to take the Chair.
- 8.2.3. Quorum of a JCR Exec meeting shall be 6 voting Officers.
- 8.2.4. All Officers apart from the Chair holds a vote on the JCR Exec, except in the event of a tie where the Chair holds the deciding vote.
- 8.2.5. One Officer of the JCR Exec shall be elected as Minutes Secretary on a termly basis;
- 8.2.6. The Officer elected in 8.2.5 shall act as Minutes Secretary to JCR Exec meetings and General Meetings, and shall be responsible for the distribution of minutes to Officers.

### **8.3. JCR General Meetings**

- 8.3.1. There should be at least one General Meeting in the Calendar year.

8.3.2. General Meetings may be called by the JCR Chair & Democracy Officer. Any request for a General Meeting should be made to the Chair & Democracy Officer in writing.

8.3.3. In the absence of the Chair & Democracy Officer, one of the Vice Presidents shall be elected as the Chair;

8.3.4. A deputy Chair should be elected from the other remaining Officers;

8.3.5. In the event of a vote of no confidence in the Chair, the deputy Chair should take over as the Chair;

8.3.6. The Officer elected in 8.2.5 shall act as Minutes Secretary to General Meetings, and shall be responsible for the distribution of minutes to the JCR. In the absence of this Officer at the General Meeting, another Officer may be elected as Minutes Secretary;

8.3.7. Notice for General Meetings

8.3.7.1. At least five days' notice specifying date, time and place of a General Meeting must be given visibly. Agenda items must be submitted 48 hours prior to the meeting to the Chair & Democracy Officer who will decide the order of agenda items.

8.3.7.2. In the case of amendments to the bye law, or a proposed vote of no confidence in any officer of the JCR, details of business must be given with the notice for the General Meeting.

8.3.8. Voting and Quorum

8.3.8.1. Quorum of a General Meeting shall be 32 JCR members;

8.3.8.2. Any decisions made must be voted on and passed by a simple majority;

8.3.8.3. The Chair holds the casting vote at all times.

8.3.9. Attendance at General Meetings

8.3.9.1. Any person who is not a member of the JCR may attend and be given speaking rights as a result of a majority vote.

#### **8.4. Emergency General Meetings**

8.4.1. Emergency General Meetings may be called by the President, at least 7 Officers in writing to the JCR Chair & Democracy Officer, 20 JCR members in writing to the JCR Chair & Democracy Officer or under the circumstances stated in section 5.3.

8.4.2. Emergency General Meetings shall be run in the same way as General Meetings with the exception that the meeting must only discuss the single reason of which it has been called.

8.4.3. Notice for Emergency General Meetings

8.4.3.1. There is no specific requirement for notice for an Emergency General Meeting.

8.4.4. Constrictions on business in Emergency General Meetings

8.4.4.1. Emergency General Meetings shall not be competent to transact any financial business, amend the Bye Law or confirm any minutes of previous meetings.



## **9. JCR EXEC, LUSU AND NUS ELECTIONS**

9.1. The JCR Chair & Democracy Officer will act as the College Acting Returning Officer on behalf of the LUSU CRO. In circumstances where the JCR Chair & Democracy Officer cannot act as the Acting Returning Officer for the JCR, the LUSU CRO will advise the JCR Exec as to the appropriate course of action.

9.2. The running of all JCR Exec elections shall be the ultimate responsibility of the Acting Returning Officer who shall work with the LUSU Democracy Committee in the organisation of elections.

9.3. Any complaints about the running of, or candidates in, elections must be made within 48 hours to the Acting Returning Officer. The Acting Returning Officer must then conduct an investigation with the advice and guidance of the LUSU CRO.

9.4. Any decisions made by the Acting Returning Officer can be appealed to the LUSU Democracy Committee whose decision is final.

9.5 Elections must be run in line with the LUSU Democracy Bye Law.

9.6 Any candidate running for the position of Publicity Officer must submit 3 portfolio pieces that showcase their capabilities to the Chair & Democracy Officer 24 hours prior to Hustings to be shown to the electorate.

## **10. DISCIPLINARY PROCEDURES**

10.1. Failure of Officers to carry out responsibilities conferred on them by this bye law or by resolutions of General Meetings, without reasonable excuse, is sufficient grounds for disciplinary procedures.

10.2. Any three Officers or five JCR members may start disciplinary proceedings by writing a joint complaint to the Chair & Democracy Officer with reason and evidence for action against an Officer. If the Officer concerned is the Chair & Democracy Officer, then the complaint should be made to the President.

10.3. Once a valid complaint is received, the Chair & Democracy Officer must meet with the president (or Vice President: Welfare in the case of the President being the offending Officer) and the Officer concerned and deliver a verbal warning.

10.4. If no reasonable response is received to the verbal warning, or if the actions persist, then the Chair & Democracy Officer, with the President (or Vice President: Welfare in the case of the President being the offending Officer), must deliver a written warning.

10.5. If no reasonable response is received to the written warning, or if the actions persist, then the Chair & Democracy Officer, with the President (or Vice President: Welfare in the case of the President being the offending Officer), must temporarily suspend the offending Officer.

10.6. The President or Chair & Democracy Officer may issue a written warning or suspend an Officer at their discretion without following the procedures in 10.2-10.4 if they deem it necessary. This warning may be overturned by a simple majority of the Exec.

10.7. A suspended Officer must cease to continue in their duties, will no longer be allowed to enter the JCR Exec Office and will have all administrative rights removed.

10.8. A suspended Officer who has their suspension ratified by a General Meeting shall be removed from office.

## **11. CO OPTION**

11.1. Members of the JCR may be co-opted to fill any vacant position on the JCR Exec.

11.2. Vacancies must be advertised for at least 7 days and JCR members who show interest must contact the Chair & Democracy Officer to register their interest.

11.3. If there is only one candidate for co-option they may be co-opted by a simple majority of the JCR Exec meeting.

11.4. If there is more than one candidate for co-option, then they will be invited to a meeting of the JCR Exec and given the opportunity to ask and answer questions, followed by a vote of the JCR Exec.

11.5. Officers who have been co-opted are acting on a temporary basis and the position must be advertised as vacant at the next available election.

## **12. Finance**

12.1. All financial matters of JCR shall be dealt with as set out in the LUSU Financial Regulations.

12.2. As per LUSU financial regulations, there shall be four signatories of the JCR Exec account. These shall be the following:

12.2.1. President;

12.2.2. Chair & Democracy Officer;

12.2.3. Vice President: Socials and Events;

12.2.4. Vice President: Welfare.

12.3.1. An inventory must be maintained for all equipment and lodged with Finance Office;

12.3.2. Where equipment is loaned to other colleges it must be signed out and signed back in. The borrowers must acknowledge their responsibility to return the equipment by the agreed date and in the same condition when it was borrowed. The Vice President: Socials and Events must sign that these conditions have been adhered to.

## **13. FRESHERS' WEEK**

13.1. The week immediately preceding the start of the Michaelmas Term shall be known as Freshers' Week and shall facilitate the integration of new members of the College into all aspects of university life.

13.2. There shall be a number of members of the JCR selected by interview as Fylde Reps. The number of JCR members and the make-up of the interview panel shall be at the discretion of the Vice President: Welfare after consultation with the JCR Exec.

#### **14. THE FYLDE SCHOLARSHIP FUND**

14.1. The JCR shall contribute a fee of £200 a term towards the Fylde College Scholarship Fund;

14.2. This fee may be freely changed by an agreement between the President and the College Principle, or by alteration at a General Meeting;

14.3. Awards from the Scholarship Fund will be to undergraduates for project or dissertation work relevant to their degree studies that imposes financial demands outside normal expectations or to any student wishing to attend a conference, workshop or course relating to their academic work;

14.4. The Fund shall not be used to replace normal departmental support for the activities listed above and the fund cannot be used to subsidise intercontinental travel on University exchange or Socrates schemes;

14.5. The College Senior Advisor, the Vice President: Welfare and a third designated JCR Exec Officer shall be jointly responsible for:

14.5.1. Promoting the Fund;

14.5.2. Deciding an application process for the Fund;

14.5.3. Agreeing how the Fund shall be allocated;

14.5.4. Monitoring the use of the Fund.

#### **15. THE LEGENDS SHIELD COMMITTEE**

15.1. There shall be an annual sporting competition, including various events, between County, Fylde, Grizedale and Pendle Colleges called 'The Legends Shield';

15.2. All JCR, SCR and Alumni members of the College shall be eligible to compete;

15.3. The event shall take place every year in Summer Term;

15.4. A Legends Committee will meet fortnightly from week 15 and weekly from week 20. The Committee shall consist of the President and 2 Sports Officers.