

LONSDALE COLLEGE JCR EXEC BYE LAW

1. STATUS

- 1.1. Lonsdale Junior Common Room Executive is a standing committee of Lancaster University Students' Union as outlined in Section 10 of the LUSU Constitution, with its purposes defined in Section 10 of the said constitution. Lonsdale Junior Common Room Executive is the representative of Lancaster University Lonsdale College Students.

2. DEFINITIONS

- 2.1. This document shall refer to Lonsdale Junior Common Room as 'Lonsdale'.
- 2.2. This document shall refer to Lancaster University Students Union as 'LUSU'.
- 2.3. This document shall refer to JCR Executive as 'the Exec'.
- 2.4. This document shall refer to JCR Executive Officers as 'officer(s)'.
- 2.5. This document shall refer to members of Lonsdale College Junior Common Room as 'members of Lonsdale'. This includes any undergraduate or graduate that is a member of the University of Lancaster and of Lonsdale College.
- 2.6. This document shall refer to the associate members of Lonsdale as 'associate member(s)'. This includes the following: continuing education students, students on short courses, students on a year abroad or work experience away from the University, IELE students, Summer University and Summer programme students, University staff of the University of Lancaster.
- 2.7. This document shall refer to Lonsdale College as 'the college'.
- 2.8. This document shall refer to a Lonsdale College JCR General Meetings as a 'General Meeting'.
 - 2.8.1 Exec Meetings are meetings where the Exec discuss and make policy on matters relating to Lonsdale and it's members.
 - 2.8.2 General Meetings shall be the sovereign body of Lonsdale and may instruct the Exec to follow a mandatory course of action over a particular issue.

3. BYE LAW

- 3.1. This bye law may be freely changed subject to the change's submission as a motion to a 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 Union Council.

- 3.2. The General Secretary 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 the decision. Any appeal against these decisions will be made to LUSU Vice-President Union Development under the terms of LUSU Constitution.
- 3.3. A review of this bye law shall be carried out from the beginning of Michaelmas Term. Any changes will be ratified at the commencement of the following term in office of the proceeding Exec, according to Section 10.2 of the LUSU Constitution. This review shall include the President and the Vice President and upon completion it must be passed in a meeting of the Exec and ratified within the college by a General Meeting.

4. LONSDALE COLLEGE AND JCR

- 4.1. All undergraduate students registered as members of the college shall automatically be members of Lonsdale, unless they have opted out of LUSU.
- 4.2. The members of Lonsdale have the right to vote and stand in the JCR Exec Elections.
- 4.3. The members of Lonsdale shall have the right to speak and vote at General Meetings and Emergency General Meetings and to propose and second motions at both.
- 4.4. The members of Lonsdale have the right to be represented by the Exec.
- 4.5. Any member of Lonsdale has the right to opt out of the College. Any member who does so shall forfeit their rights as mentioned in sections 4.1 – 4.4
- 4.6. The College 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. Honorary Members have the right to attend college events, but not to vote, propose motions, stand in elections or take part in the democratic processes in any way.

5. THE EXEC

- 5.1. The Exec shall consist of the officers listed in section 8.
- 5.2. The Exec shall have the representation of its members' interests as its remit.
- 5.3. Executive job descriptions will be reviewed each year alongside the bye law
- 5.4. Any members of the Exec may resign but must give notice in writing to the President.

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- 5.5. Should the President wish to resign, the written resignation must be submitted to the Vice President and the LUSU President
- 5.6. Exec members shall be deemed to have resigned if they fail to attend two consecutive meetings that this bye law or their job description requires that they attend, without written apologies.
- 5.7. Exec positions will be elected, except in the instance of by-election or co-option, in the Michaelmas Term each year for one year.
- 5.8. Members of Lonsdale may be co-opted to fill any gaps in the Exec structure. Co-option may be done by a simple majority at an Exec meeting as long as the post has been advertised at the previous Exec meeting and on the notice board in the bar. The co-option must be confirmed at the next General Meeting.
- 5.9. The Exec as a whole is ultimately responsible for the hiring, maintaining and returning of LUSU PA equipment as required.

6. THE EXEC STANDING MANDATES

- 6.1. All Exec members shall abide by the equal opportunities policies of LUSU and the University and;
 - 6.1.1. Shall attend or submit apologies to, all General Meetings, Exec Meetings and LUSU General Meetings.
 - 6.1.2. Shall attend, or send apologies to, all University, LUSU and College Meetings for which they have been appointed or attend ex-officio.
 - 6.1.3. Shall adhere to the LUSU Staff/Student Protocol (Schedule C, Byelaw 1)
 - 6.1.4. Shall abide by the policies of The Exec
 - 6.1.5. Shall undertake their duties in a conscientious and proactive manner to protect and promote the reputation and interests of the college and members of Lonsdale.
 - 6.1.6. Shall be responsible for regular liaison with the College SCR.
 - 6.1.7. 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 College Administrator to file for future reference.
 - 6.1.8. Shall be responsible for the maintenance and upkeep of the JCR Exec Office and its equipment.

7. THE EXEC AND THEIR POWERS

- 7.1. Any items purchased by the Exec are Exec property that the Exec shall be responsible for.
- 7.2. The Exec shall be judged to represent the view of the majority of the members of Lonsdale in all matters.
- 7.3. The Exec shall manage all financial aspects of The Exec.
- 7.4. The Exec shall be responsible for organising the events and activities of Lonsdale.

8. THE EXEC POSITIONS

8.1. The President

- 8.1.1. Must attend all committees and meetings of which he/she is a member ex- officio, and inform Officers of which meetings they are responsible for attending and ensuring the college is represented at these.
- 8.1.2. Is responsible for the collection and dissemination of information pertaining to LUSU and the College.
- 8.1.3. Is primarily responsible for liaising with the SCR, LUSU and the University.
- 8.1.4. Is ultimately responsible for the running of the JCR Exec and empowered to make decisions on its behalf, which can be called to account at Exec and General Meetings.
- 8.1.5. Is ultimately responsible to maintaining the reputation of Lonsdale College, members of Lonsdale and its facilities, including Lonsdale Bar.
- 8.1.6. Is empowered to delegate tasks and responsibilities to Exec members.
- 8.1.7. Is ultimately responsible for Intro Week, the kitchen rep selection process along with the SCR and JCR and must attend the entire week leading the Exec.

8.2 Vice-President Socials

- 8.2.2. Shall assist the President in the completion of their duties, assist with the running of the JCR and deputise when necessary.
- 8.2.3. Shall assist the President in liaising with the SCR, LUSU and the University.
- 8.2.3. Is ultimately responsible for the organization and running of Extrav, the Extrav Committee and must attend and lead the Exec on the night.
- 8.2.4. Is responsible with the social secretaries for the formulation and fulfilment of the social calendar and for overseeing social activities within the college.

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8.3.1 Vice-President Welfare

8.3.2 Shall assist the President in the completion of their duties, assist with the running of the JCR and deputise when necessary.

8.3.3 Shall assist the President in liaising with the SCR, LUSU and the University.

8.3.3 Is responsible for working with the welfare, education and international officers to ensure all college welfare and academic issues are represented and promoted.

8.3.4 Is ultimately responsible for all college competitions such as debate, university challenge and sustainability challenge, will promote, recruit a team and organise these events as well as liaising with the SCR on these matters.

8.3.5 Is responsible for the organisation and running of South West Big Chill event as well as liaising with Cartmel, Pendle and Graduate Colleges on this event alongside the welfare officers.

8.4 General Secretary

8.4.1 Is responsible for maintaining the JCR Exec account and dealing with all financial transactions;

8.4.2 Is responsible for formulating all JCR Exec budgets alongside the college President;

8.4.3 May act in an advisory capacity to the JCR Exec President and other members of the Student Executive regarding financial matters;

8.4.4 Is responsible for taking minutes at all meetings and producing minutes of the previous meeting for all JCR Exec meetings and making them available online for members of Lonsdale;

8.4.5 Shall take a lead in the procurement of sponsorship for college events and activities, including Founders;

8.4.6 Shall be responsible for purchasing any items that are required for Exec purposes.

8.4.7 Is responsible for calling and chairing elections hustings and general meetings;

8.4.8 Is responsible to the Elections Committee for the conduct of JCR Exec elections in line with any decision made by the Elections Committee;

8.4.9 Is ultimately responsible for the promotion of JCR Exec elections alongside Election Sub Committee to ensure turnout and participation.

8.4.10 Is ultimately responsible for the interpretation and dissemination of this Bye Law as set out above.

8.4.11 Is responsible for producing an agenda 24 hours before every JCR Exec meeting.

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8.4.12 In the case of a tied JCR vote for decision making the General Secretary will have the deciding vote.

8.5 The Social Secretaries (2 elected separately)

- 8.5.1 Must organise at least three socials a term which include one off-campus social and one welfare orientated event;
- 8.5.2 Are ultimately responsible for the organisation of JCR social events;
- 8.5.3 Are ultimately responsible for the organisation of the Christmas Ball;
- 8.5.4 Must produce a social calendar which must be passed by an executive meeting
before the end of the preceding term (with the exception of lent term's social calendar, to be done within the first week of lent term);
- 8.5.5 Will liaise with the Communications officers to ensure that events are created and publicised online;
- 8.5.6 Shall work with the DJ Manager and Social Secretary to organise adequate entertainment for college events both on and off campus if required.

8.6 DJ Manager and Social Secretary

- 8.6.1 Must organise at least three socials a term which include one off-campus social and one welfare orientated event;
- 8.6.2 Are ultimately responsible for the organisation of JCR social events;
- 8.6.3 Are ultimately responsible for the organisation of the Christmas Ball;
- 8.6.4 Must produce a social calendar which must be passed by an executive meeting
before the end of the preceding term (with the exception of lent term's social calendar, to be done within the first week of lent term);
- 8.6.5 Will liaise with the Communications officers to ensure that events are created and publicised online;
- 8.6.6 Is ultimately responsible for liaising with the Social Secretaries to provide adequate entertainment for social events held both within the college and outside if required;
- 8.6.7 Must be willing to DJ or organise the provision of adequate DJ's as required at
Lonsdale Social Events;
- 8.6.8 Is ultimately responsible in keeping the DJ booth within the bar tidy and workable;
- 8.6.9 Must be fully competent with DJ skills.

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8.7 Visual Media & Communications Officers (2 elected separately):

- 8.7.1 Are responsible for producing all visual media material for JCR events or campaigns and shall maintain publicity supplies;
- 8.7.2 Must publicise socials, campaigns and other events at least a week before they occur except in exceptional circumstances;
- 8.7.3 Must publicise such events throughout the entire college.
 - 8.7.4 Are jointly responsible, for creating a Lonsdale College Newsletter, and ensuring each JCR exec officer area has submitted a report for the newsletter each term.
 - 8.7.5 Are responsible for maintaining and updating the Lonsdale social networking groups and news feeds.
- 8.7.6 Are responsible for maintaining and updating the Lonsdale JCR website
 - 8.7.7 Are responsible for the production or organising of any video promotions that may be necessary throughout the year.
 - 8.7.8 Are responsible for liaising with the SCR, LUSU and the University to ensure full publicity of events and campaigns.

8.8 The Men's Sports Representative:

- 8.7.1 Along with the Women's Sports Representative, is ultimately responsible for all sport in Lonsdale College.
- 8.7.2 Is responsible for organising, publicising, attending and getting teams for inter-college sports;
- 8.7.3 Must publish fixture lists for all college sport at the beginning of each term;
- 8.7.4 Is ultimately responsible for the organisation of the Founders Series.

8.8 The Women's Sports Representative:

- 8.8.1 Along with Men's Sports Representative, is ultimately responsible for all sport in Lonsdale College.
- 8.8.2 Is responsible for organising, publicising, attending and getting teams for inter-college sports;
- 8.8.3 Must publish fixture lists for all college sport at the beginning of each term;
- 8.8.4 Is ultimately responsible for the organisation of the Founders Series

8.9 International Welfare Officer

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- 8.9.1 Will be responsible for all matters regarding international students in Lonsdale.
- 8.9.2 Shall co ordinate at least one international or cultural campaign/event per term
- 8.9.3 Must organise and publicise a termly drop in session in Lonsdale supplying relevant information and support.
- 8.9.4 Alongside the President, will be responsible for selecting and organising International Fresher's Reps during Fresher's week.
- 8.9.5 Will liaise with LUSU regarding any international issues.
- 8.9.6 Work alongside the welfare team in running welfare events and hold office hours weekly with the welfare officers
- 8.9.7 Is ultimately responsible for the International Students Facebook group and WeChat and publicising information to those students

8.10 Men's Education and Welfare Officer

- 8.10.1 Along with the Women's Education and Welfare Officer shall be responsible for all matters regarding education and welfare, and for publicising Students' Union campaigns within the college;
- 8.10.2 Shall co-ordinate at least one campaign/event per term;
- 8.10.3 Must organise and publicise a drop in session in Lonsdale twice a term with the Women's Education and Welfare officer supplying relevant information and support.
- 8.10.4 Must publicise contact information to make office hours available on request and other relevant opportunities for students.
- 8.10.5 This officer must be a self-defining man.
- 8.10.6 Shall take responsibility for the promotion of the Lancaster Award, academic issues, campaigns and employability opportunities for members of Lonsdale.

8.11 Women's Education and Welfare Officer

- 8.11.1 Along with the Men's Education and Welfare Officer shall be responsible for all matters regarding education and welfare, and for publicising Students' Union campaigns within the college;
- 8.11.2 Shall co-ordinate at least one campaign/event per term
- 8.11.3 Must organise and publicise a drop in session in Lonsdale twice a term with the Men's Education and Welfare officer supplying relevant information and support.

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- 8.11.4 Must publicise contact information to make office hours available on request and other relevant opportunities for students.
- 8.11.5 This officer must be a self-defining woman.
- 8.11.6 Shall take responsibility for the promotion of the Lancaster Award, academic issues, campaigns and employability opportunities for members of Lonsdale.

9. EXEC MEETINGS

- 9.1 Exec meetings shall be chaired by the President.
- 9.2 Minutes of meetings shall be taken by the General Secretary
- 9.3 Business and voting will be carried conducted in a manner set out in LUSU Constitution & Bye Laws for Executive Meetings.
- 9.4 Quorum of an Exec Meeting shall be 50% of the number of positions on The Exec
- 9.5 Exec Meetings shall take place weekly.
- 9.6 Decisions where a vote is requested for approval in a Lonsdale JCR exec meeting that has reached quorum shall be passed by a simple majority.
- 9.7 Exec Meetings may be called at the discretion of the President or at the request of 3 members The Exec.
- 9.8 All Exec officers are expected to attend all Exec Meetings unless reasonable apologies are submitted to the General Secretary prior to the commencement of the meeting.

10. COLLEGE GENERAL MEETINGS

- 10.1 General Meetings may be called by The Exec and must be held at least once a term. Any request for a General Meeting should be made in writing to an Exec officer who shall take this request to the next scheduled Exec Meeting for approval.
- 10.2 General Meetings shall be chaired by the The President.
- 10.3 It shall be the responsibility of the General Secretary to take minutes of the General Meeting.
- 10.4 Notice for General Meetings
 - 10.4.1 At least seven days notice specifying date, time and venue of a General Meeting must be given visibly. Publicity of General Meetings is the responsibility of the General Secretary and the Visual Media and Communication Officers.

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- 10.4.2 In case of amendments to the college bye law, suspension of an officer, co-option of a member to an Exec post, or a proposed vote of no confidence in any officer of the Exec, details of business must be given with the notice for the General Meeting.
- 10.4.3 Business or motions should be submitted in writing to the General Secretary at least two working days prior to the meeting.
- 10.4.4 The agenda for the meeting should be posted visibly at least 24 hours in advance.
- 10.5 Business and voting will be conducted in a manner set out in the LUSU Constitution and the General Meetings Byelaw where appropriate.
- 10.6 Quorum of a General Meeting shall be 40 full members.

11. EMERGENCY GENERAL MEETINGS

- 11.1 Emergency General Meetings may be called by the President, 50% of the Exec in writing to the President, 30 members of the college in writing to the President
- 11.2 Emergency General Meetings shall be chaired by the General Secretary.
- 11.3 Emergency General Meetings shall be minuted by the General Secretary.
- 11.4 At least 24 hours notice specifying date, time, Chair and venue of an Emergency General Meeting must be given visibly. Publicity of General Meetings is the responsibility of the General Secretary and the Visual Media and Communications Officer
- 11.5 Business and voting will be carried conducted in a manner set out in LUSU Constitution & Bye Laws for Emergency General Meetings.
- 11.6 Quorum of an Emergency General Meeting shall be 30 members of the college.

12. GENERAL FINANCE

- 12.1 All financial matters of Lonsdale shall be dealt with as set out in the LUSU Financial Regulations as laid out in Schedule A, Byelaw 4 (www.lusu.co.uk/documents)
- 12.2 A budget of estimates for the coming year's expenditure shall, by the end of the summer term, be drawn up by the General Secretary-and presented in writing to an Exec Meeting for approval. It should then be presented to a General Meeting and published on the college website.
- 12.3 The following shall ordinarily be signatories of The Exec account with LUSU:
 - 12.3.1 The President
 - 12.3.2 The Vice-Presidents

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12.3.3 The General Secretary

12.3.4 Should any of these four positions remain unfilled, another member of the JCR may have the power to be a signatory of the college accounts after financial training from the LUSU Financial Controller.

13. ELECTIONS

13.1 The running of all elections shall be the responsibility of the Exec with the General Secretary acting as RO of the college. In circumstances where the General Secretary cannot act as the Returning Officer for the elections, the President shall mandate another Exec officer to organise the elections.

13.2 Elections procedures for all elections shall observe and adhere to the LUSU Elections regulations as set out in Section 13 of the LUSU Constitution.

13.3 Publicity for each candidate may begin as soon as nominations have closed and a campaign meeting has been held.

14. DISCIPLINARY PROCEDURES

14.1 Gross misconduct or failure of members of The Exec to carry out responsibilities conferred on them by this Bye Law or by resolutions of General Meetings, without reasonable excuse, is sufficient grounds for suspension of the office concerned. Executive Officers may be removed from office through the passing of motion of no-confidence at a General or Emergency General Meeting.

14.3 A member of The Exec who has their suspension ratified by a General Meeting shall be removed from office immediately.

15. COMPLAINTS PROCEDURES

15.1 Complaints about the operations or executive members of The Exec should be made in writing to the President (or if it is about the President, Vice-Presidents). Complaints should be dealt with under LUSU Complaints Procedure as outlined in Section 19 of the LUSU Constitution.

16. SUB-COMMITTEES OF LONSDALE COLLEGE

16.1 The Exec may create sub-committees or be instructed to do so by a General Meeting.

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- 16.2 Any sub-committee shall have an Exec convener who shall be responsible for the operation of that sub-committee.
- 16.3 Any sub-committee shall have written terms of reference and membership as determined by The Exec or a General Meeting and a fixed term of not longer than one year (though that term may be renewable).
- 16.4 Sub-committees may co-opt further members or invite participation as they determined by their terms of reference.

17. OPERATION OF THE EXECUTIVE SUB-COMMITTEES

- 17.1 The Executive sub-committees shall adopt the same procedures and standing orders as used for The Exec meetings
- 17.2 The Executive sub-committees shall have delegated authority of The 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 Lonsdale or LUSU.
- 17.3 The convener of each sub-committee shall ensure that note or minutes of each meeting of that sub-committee are sent to The Exec for ratification. Where an Exec sub-committee makes suggestions for changing the policy or budget of Lonsdale, this should be sent to the Executive Committee or a General Meeting as an agenda item as appropriate.