

Pendle College JCR Executive Byelaw

1. Definitions

- 1.1. This document shall refer to Pendle College as 'the college'.
- 1.2. This document shall refer to Lancaster University Students' Union as 'LUSU'.
- 1.3. This document shall refer to the JCR Executive committee as 'the Exec' and to the JCR Executive Officers as 'officers'.
- 1.4. This document shall refer to members of Pendle College JCR, as defined in this bye-law, as 'the college members'.
- 1.5. This document shall refer to Pendle JCR General Meetings as 'General Meetings'.
- 1.6. This document shall refer to Pendle JCR Executive Committee Meetings as 'Exec Meetings'.
- 1.7. This document shall refer to the Pendle College Extravaganza as 'Extrav'.

2. Status

- 2.1. Pendle College JCR Executive is a standing committee of Lancaster University Students' Union with permanent delegated powers but subject to the constraints laid out in the LUSU Constitution.
- 2.2. Pendle College JCR Executive Committee is the autonomous representative of Lancaster University Pendle College students.

3. JCR Membership

- 3.1. The membership of Pendle College JCR, herein referred to as the college members, shall comprise all undergraduate students registered as members of the college, unless they have opted out of LUSU.
- 3.2. The college members have the right to vote and stand in Pendle JCR Exec elections.
- 3.3. The college members shall have the right to speak and vote at General Meetings and Emergency General Meetings, and to propose and second motions at both.
- 3.4. The College members have the right to be represented by the Exec.
- 3.5. A college member has the right to opt out of both LUSU and Pendle JCR, but not one or the other. Doing so shall forfeit their rights as a college member.
- 3.6. A college member has the right to join any committee set up by the JCR Executive

4. The JCR Executive

- 4.1. All JCR Executive Officers, herein referred to as officers, shall take office from the last day of the term in which they are elected into the officer position or immediately in the case of a co-option.
- 4.2. All JCR Executive Officers will be elected in Michaelmas term, except in the case of a co-option or bye-election.
- 4.3. No college member may simultaneously hold more than one officer position on the Executive Committee or simultaneously hold an officer position on the Executive Committee and a LUSU Full-Time Officer position. Before nomination to another position the officer must resign their present post if the two would be concurrent.
- 4.4. An officer may resign at any time by submitting a written resignation to the President. If the officer resigning is the President the written resignation must be submitted to the LUSU President.
- 4.5. The president shall have the option to suspend an officer without warning if they are absent, without submitting acceptable apologies, from three consecutive meetings or councils that are included in their remit, which includes JCR Executive meetings.

4.6. General Responsibilities

4.6.1. All officers shall be mandated to fulfil the following general responsibilities:

- 4.6.1.1. Undertake their duties in a conscientious and professional manner-representing the interests of Pendle College members at all times;
- 4.6.1.2. Represent the JCR Executive in a positive light to the college members through their actions and decisions;
- 4.6.1.3. Adhere to the LUSU Constitution and Byelaws, and the LUSU Equal Opportunities Policy;
- 4.6.1.4. Adhere to the policies of the JCR Executive;
- 4.6.1.5. Act to demonstrate a positive image of the college and its members at all times;
- 4.6.1.6. Attend or submit acceptable apologies to the JCR Executive meetings, the Pendle College Council ex officio, the Pendle College Syndicate ex officio, and all LUSU committees and meetings included in their remit;
- 4.6.1.7. Manage the resources and equipment of Pendle College JCR and maintain the JCR Executive storage room and office;
- 4.6.1.8. Take responsibility as the JCR Executive for the official JCR media;
- 4.6.1.9. Support and assist other officers in their duties where required.

4.7. JCR Executive Officer Positions

4.7.1. The Executive Committee will have 14 officer positions as defined in this section.

4.7.2. The President

- 4.7.2.1. Shall be the primary representative of the college members and shall have a broad ranging briefing in all areas of college activity;
- 4.7.2.2. Shall act as liaison between the college and LUSU, the University, the SCR, and other colleges;
- 4.7.2.3. Shall organise the Executive and ensure that all Executive Officers fulfil their duties and responsibilities;
- 4.7.2.4. Shall act as chair whenever the General Secretary is unable to fulfil their duties;
- 4.7.2.5. Shall represent the college on University committees as necessary;
- 4.7.2.6. Shall authorise the content of the official JCR media to ensure that it follows LUSU byelaws and does not leave the college open to legal proceedings;
- 4.7.2.7. Shall be a co-chair of College Council alongside the College Principal;
- 4.7.2.8. Shall have responsibility for the organisation and the running of Welcome Week activities and Winter Ball;
- 4.7.2.9. Shall be responsible for ensuring the suitable provision of college facilities for all members of the college;
- 4.7.2.10. Shall be responsible for ensuring that any residence issues are voiced by the JCR Executive;
- 4.7.2.11. Shall have general responsibility to ensure all committees chaired by other officers take place according to the rules on committees stated in this bylaw.

4.7.3. The Vice President: Events and Engagement

- 4.7.3.1. Shall liaise with the President and support them in their duties where required;
- 4.7.3.2. Shall be the primary coordinator of the social, sporting, and entertainment life of the college, although they are not responsible for the direct organisation of these events;
- 4.7.3.3. Shall coordinate the social and sporting activities organised by the Events Officers and the Sport Officer;
- 4.7.3.4. Shall coordinate communication between the JCR Executive and the college members and publicity of events;

- 4.7.3.5. Shall form a consolidated events calendar at the start of each term;
- 4.7.3.6. Shall have responsibility for the organisation and the running of Extrav;
- 4.7.3.7. Shall attend LUSU Extrav meetings and where necessary observe at relevant committees;
- 4.7.3.8. Shall monitor the activities of the Events Officer, the Sport Officer, the Media and Communication Officers and the Audio-Visual Technician and report to the JCR Executive on relevant issues that they feel are of concern;
- 4.7.3.9. Shall be primarily concerned with engagement of the JCR memberships in college events;
- 4.7.3.10. Shall ensure all events team JCR committee meetings take place under the rules stated by this bylaw.

4.7.4. **The Vice President: Welfare and Education**

- 4.7.4.1. Shall liaise with the President and support them in their duties where required;
- 4.7.4.2. Shall be the primary facilitator of the equality, welfare, and diversity of all college members;
- 4.7.4.3. Shall coordinate the campaigns organised by the Welfare Officers and the International Officer;
- 4.7.4.4. Shall attend both LUSU Equality, Welfare, and Diversity Council and LUSU Environment and Ethics Group, and shall attend or nominate one of the welfare officers to attend any liberation committee of their choice for the duration of their term in office;
- 4.7.4.5. Shall monitor the activities of the Welfare Officers and the International Officer, and report to the JCR Executive on relevant issues that they feel are of concern;
- 4.7.4.6. Shall be responsible for ensuring the equal rights and access of all members of the college;
- 4.7.4.7. Shall be responsible for promoting diversity and representing the interests of groups that could be considered a minority and their protection against all forms of discrimination These groups include but are in no way limited to: students with disabilities, LGBTQ-defining students, genderqueer students, black and minority ethnic students, mature and part-time students, and students with mental disabilities;
- 4.7.4.8. Shall be available to college members in a safe and confidential space for at least one hour per week;
- 4.7.4.9. Shall be responsible for environmental awareness activities within the college;
- 4.7.4.10. Shall be responsible for the academic wellbeing of all college members;
- 4.7.4.11. Shall organise campaigns relating to academic issues within the college;
- 4.7.4.12. Shall represent the educational needs of the college members to LUSU and the University;
- 4.7.4.13. Shall promote the student support services available to college members;
- 4.7.4.14. Shall attend LUSU Academic Council and liaise with relevant LUSU Officers on academic issues that have been raised within the college;
- 4.7.4.15. Shall liaise with the College Advisor Team (CAT) and the College Wellbeing Officer;
- 4.7.4.16. Shall ensure all welfare team JCR committee meetings take place under the rules stated by this bylaw;
- 4.7.4.17. Shall select one of the Welfare Officers to take minutes at welfare committee meetings

4.7.5. **The General Secretary**

- 4.7.5.1. Shall chair Executive Meetings, General Meetings, and Emergency General Meetings, and produce and distribute the agenda for each;
- 4.7.5.2. Must at all times remain neutral and impartial while conducting their duties;
- 4.7.5.3. Shall ensure that minutes of all meetings are taken, ratified at the following appropriate meeting, and published on the college website within two weeks of the meeting;
- 4.7.5.4. Shall keep a copy of this bylaw and provide a copy to any college member where requested;

- 4.7.5.5. Shall adjudicate this byelaw at their own discretion unless directed otherwise by LUSU Council;
- 4.7.5.6. Shall maintain good order of JCR finances and give regular budget updates in Executive Meetings;
- 4.7.5.7. Shall maintain an updated account of all financial transactions and check accounts presented by the LUSU Finance Office;
- 4.7.5.8. Shall advise the Executive on expenditure and if necessary prohibit any transaction that is not viable;
- 4.7.5.9. Shall be responsible for the engagement of college members in the democratic process at a college, campus, and wider level;
- 4.7.5.10. Shall organise awareness campaigns to encourage student participation in college elections, campus elections, and broader political activities whilst working with the Media and Communications Officers;
- 4.7.5.11. Shall run and promote JCR executive elections within the college and publicise LUSU and relevant local ballots;
- 4.7.5.12. Shall attend LUSU Elections Sub-Committee and liaise with relevant LUSU Officers on issues of democratic importance that have been raised and report to the JCR Executive.

4.7.6. The Events Officers (two)

- 4.7.6.1. Shall be responsible for organising a broad range of social events and entertainment catering for the range of college members;
- 4.7.6.2. Shall be responsible for ensuring safe events that comply with all relevant regulations, including university regulations;
- 4.7.6.3. Shall liaise with the Media and Communications Officers to ensure social events are widely publicised;
- 4.7.6.4. Shall organise the weekly 'Pendle Live' music event;
- 4.7.6.5. Shall attend the LUSU Social and Events Group Committee and report to the Vice President: Events and Engagement;
- 4.7.6.6. Shall attend all events committee meetings and take minutes;
- 4.7.6.7. Shall work with The Vice President: Events and engagement when considering motions discussed at events committee meetings.

4.7.7. The Sport Officer (two)

- 4.7.7.1. One of the positions shall be held by a self-defining man;
- 4.7.7.2. One of the positions shall be held by a self-defining woman;
- 4.7.7.3. Shall promote and encourage participation in sport within the college;
- 4.7.7.4. Shall organise and promote both intercollegiate and college league teams, ensuring that a Pendle College team attends all sport events and that sport is accessible for all;
- 4.7.7.5. Shall liaise with all college team captains and the relevant LUSU Sport Officers;
- 4.7.7.6. Shall be responsible for the planning and execution of the 'Legends Shield' and the 'Carter Shield' in conjunction with the President and officers of other colleges;
- 4.7.7.7. Shall attend all relevant LUSU committees and report to the Vice President: Events;
- 4.7.7.8. Shall chair the sport committee, and nominate one person to take minutes;
- 4.7.7.9. Shall consider motions discussed at sport committee meetings when carrying out their duties.

4.7.8. The Media and Communications Officers (two)

- 4.7.8.1. Shall be the primary facilitator of communication between the JCR Executive and the college members;

- 4.7.8.2. Shall be acting editors-in-chief and as such responsible for the editing and distribution of the college magazine, the 'Witch', at least twice a term;
- 4.7.8.3. Shall fully utilise the college residence notice boards and the college's social media channels to communicate events, news, and JCR Exec activities to the college members;
- 4.7.8.4. Shall be responsible for publicising social, sporting, and entertainment events to all current college members and shall assist with the promotion of welfare campaigns where required;
- 4.7.8.5. Shall be responsible for responding to messages received on the Pendle College Facebook page, and any other social media platform excluding WeChat;
- 4.7.8.6. Shall be responsible for Pendle camera and ensure pictures are taken when necessary;
- 4.7.8.7. Shall ensure the Pendle College website remains updated;
- 4.7.8.8. Shall attend LUSU Media and Communications Group meetings and report to the Vice President: Events and Engagement;
- 4.7.8.9. Shall be responsible for the engagement of college members in the democratic process at a college, campus and wider level, and shall assist the Chair in promoting college elections;
- 4.7.8.10. Shall organise awareness campaigns to encourage student participation in college elections, campus elections and broader political activities;
- 4.7.8.11. Shall be responsible for forming and chairing "The Witch" committee;

4.7.9. The Welfare Officers (two)

- 4.7.9.1. One of the positions shall be held by a self-defining man;
- 4.7.9.2. One of the positions shall be held by a self-defining woman;
- 4.7.9.3. Shall be responsible for the welfare of all college members;
- 4.7.9.4. Shall organise campaigns relating to the welfare of college members;
- 4.7.9.5. Shall attend LUSU Equality, Welfare, and Diversity Council;
- 4.7.9.6. Shall be available to college members in a safe and confidential space for at least one hour per week.
- 4.7.9.7. Shall attend all welfare committee meetings;
- 4.7.9.8. Shall work with the events team to organise events which support their campaigns.

4.7.10. The International Officer

- 4.7.10.1. Shall be responsible for promoting the interests of and catering for the welfare of international and overseas students as well as promoting their diversity and involvement in the college;
- 4.7.10.2. Shall organise campaigns relating to international students and diversity within the college;
- 4.7.10.3. Shall attend LUSU Equality, Welfare, and Diversity Council;
- 4.7.10.4. Shall be available to all college members in a safe and confidential space for at least one hour per week;
- 4.7.10.5. Shall chair the International committee, and shall refer to motions discussed in meetings when carrying out their duties;
- 4.7.10.6. Shall be responsible for managing and updating the college WeChat account;
- 4.7.10.7. Shall work with the events team, and the international committee to organise events aimed at international students.

4.7.11. The Audio-Visual Technician

- 4.7.11.1. Shall maintain and operate all of the electrical property belonging to the college and be responsible for hiring out further electrical equipment if necessary;
- 4.7.11.2. Shall be responsible for the safe setting up, taking down, and storage of the college's PA kit at any Pendle events in which it is used;
- 4.7.11.3. Shall work closely with the Events Officers on all in house events including Pendle Live;
- 4.7.11.4. Shall aim to promote live music in the college whenever possible;

- 4.7.11.5. Shall ensure any equipment loaned out is recorded correctly and any damage incurred is reported to the appropriate LUSU officer;
- 4.7.11.6. Shall attend all events committee meetings;

5. Meetings

- 5.1. JCR Executive Meetings are meetings where the JCR Exec discuss and make policy on matters relating to the college.
- 5.2. General Meetings shall be the self-governing body of the JCR and may instruct the JCR Exec to follow a mandatory course of action over a particular issue.

5.3. Executive Meetings

- 5.3.1. Executive Meetings will be held on a weekly basis at a time and location that is suitable to a majority of officers.
- 5.3.2. Executive Meetings will be chaired by the General Secretary; therefore the General Secretary shall not have a vote unless the vote is tied, in which case they shall exercise the casting vote.
- 5.3.3. Minutes must be taken of all meetings and published on the college website within two weeks. The responsibility for taking minutes lies with the General Secretary.
- 5.3.4. Business and voting will be conducted in a manner set out for LUSU councils and committees.
- 5.3.5. Votes will be carried by a simple majority.
- 5.3.6. The agenda for the meetings will be circulated by the General Secretary at the meeting along with the minutes of the last meeting.
- 5.3.7. All officers are expected to attend all Exec Meetings unless reasonable apologies are submitted to the General Secretary at least 24 hours prior to the start of the meeting.

5.4. General Meetings

- 5.4.1. A General Meeting must be held at least once per term with JCR Officer Reports on the agenda.
- 5.4.2. General Meetings shall be called by the General Secretary or the President, at a time and location determined by the General Secretary.
- 5.4.3. General Meetings shall be chaired by the General Secretary or in their absence the President.
- 5.4.4. Minutes must be taken of all meetings and published on the college website within two weeks. The responsibility for taking minutes lies with the General Secretary.
- 5.4.5. All decisions of General Meetings, except on votes of no confidence, suspension, co-option to office, and amendments to this byelaw, shall be by a simple majority.
- 5.4.6. Votes of no confidence, suspension, co-option to office, and amendments to this byelaw shall be by a 70% majority of the meeting.
- 5.4.7. A vote of no confidence or suspension of any officer of the JCR Exec or an amendment to this byelaw must be on the agenda of a General Meeting.
- 5.4.8. The quorum for a General Meeting shall be 30 members of Pendle College JCR.
- 5.4.9. Matters discussed in 'any other business' cannot reverse decisions taken earlier in the meeting.
- 5.4.10. At least seven days' notice specifying date, time, and venue of a General Meeting must be given. In case of amendments to this byelaw, suspension of an officer, co-option of a member to an Exec position, or a proposed vote of no confidence, details of business must be given with the notice for the General Meeting.
- 5.4.11. Business or motions should be submitted in writing to the General Secretary at least two days prior to the meeting.
- 5.4.12. The agenda for the meeting must be posted visibly at least 24 hours in advance.

5.5. Emergency General Meetings

- 5.5.1. Emergency General Meetings can be called by the General Secretary, the President, or by petition of 30 members of Pendle JCR. No less than 24 hours' notice must be given for such a meeting and it shall be widely publicised around the college, specifying the business to be transacted and the date, time, and location.
- 5.5.2. Emergency General Meetings shall be chaired and minutes taken following the same procedure as General Meetings.
- 5.5.3. An Emergency General Meeting can only discuss and vote upon the matter for which the meeting has been called.
- 5.5.4. The quorum of an Emergency General Meeting shall be 30 Pendle College JCR members.

6. Finance

- 6.1. Financial matters of Pendle JCR Executive shall be dealt with as set out in the LUSU Financial Regulations.
- 6.2. The JCR Executive financial budget shall be set by the end of summer term by the General Secretary in conjunction with the President and all three Vice Presidents and approved at a JCR Executive Meeting.
- 6.3. The ordinary signatories of the JCR Executive account with LUSU shall be the President, the General Secretary, the Vice President: Events and Engagement and the Vice President: Welfare and Education
 - 6.3.1. Unless infeasible each Vice President should only sign for matters within their specific area.

7. Elections

- 7.1. The running of all elections shall be the responsibility of the JCR Executive with the Secretary acting as Assistant Returning Officer (ARO) for the college. In circumstances where the General Secretary cannot act as ARO, the JCR Executive will vote on an appropriate substitute.
- 7.2. Hustings will follow the procedure adopted for LUSU Full-Time Officer Hustings.
- 7.3. Elections procedures for all elections shall observe and adhere to the LUSU Elections Regulations as set out in the LUSU Constitution. Where matters concerning elections are not stated in the LUSU Constitution, the General Secretary shall decide on the appropriate course of action.
- 7.4. Should any candidate not adhere to elections procedures in this byelaw or the LUSU Constitution, the General Secretary can disqualify them from running in the election;

8. Disciplinary and Complaints

8.1. Disciplinary Procedures

- 8.1.1. Gross misconduct or failure of officers to carry out responsibilities conferred on them by this byelaw or by resolutions of Executive or General Meetings, without reasonable excuse, is sufficient grounds for suspension or vote of no confidence of the officer concerned.
- 8.1.2. The President has the power to take disciplinary action against another officer on the grounds defined in 8.1.1. In the first instance a written warning must be given. If no reasonable response is received or the officer persists in their actions, then the officer shall be suspended. If the officer concerned is the President, then disciplinary procedures shall be carried out by a Vice President with four other officers.
- 8.1.3. Suspension shall mean that an officer is prevented from carrying out their duties, having access to the JCR Executive funds, or the JCR Executive Office.
- 8.1.4. The suspension of an officer will remain until the next General Meeting where it can either be upheld or removed. If the suspension is removed then the officer will be returned to normal duties. If the officer in question fails to attend the General Meeting without reasonable excuse, they shall be deemed to have resigned.

8.2. Complaints Procedures

- 8.2.1. Complaints about the running of the Pendle JCR Executive or the actions of its officers should be made in writing to the President or if about the President then to a Vice President and the LUSU President.
- 8.2.2. All complaints should be dealt with following the procedures outlined in the LUSU Constitution.

9. Committees

- 9.1. Pendle JCR executive may create committees within a specific remit;
- 9.2. All committees shall have a JCR Executive convener Chairperson who shall be responsible for the operation of that sub-committee. The convener Chairperson shall chair the committee and ensure that minutes of each meeting of the committee are made and ratified at a JCR Executive Meeting
- 9.3. All committee meetings must take place at least twice a term at a date and time of the chairperson's choosing;
- 9.4. The chairperson of any particular committee can be found in roles specified in this byelaw;
- 9.5. All committees must have at least four members of the JCR membership not including members of the JCR Exec. There is no upper limit for the size of committees;
- 9.6. Any members of the Pendle College JCR can join a committee without election;
- 9.7. A JCR member must submit a resignation letter to the designated chairperson in writing if they wish to leave a committee;
- 9.8. Sub-committees shall adopt the same procedures and standing orders as used for JCR Executive Meetings and shall have the delegated authority of the JCR Executive within their remit and budget allocation, providing that the actions of the sub-committee do not contradict the policies of Pendle JCR Executive or LUSU.
- 9.9. The chairperson of a committee meeting shall choose a person to take minutes if the designated officer to take minutes cannot attend;
- 9.10. All JCR Executive Officers may attend any committee they choose in addition to those they are mandated to attend on the grounds of this bylaw;
- 9.11. Pendle JCR Executive shall have the following committees:

9.11.1. Extravaganza Committee

- 9.11.1.1. There shall be, in the last week of summer term, a social event entitled the 'Extravaganza' or 'Extrav'. The organisation of the Extrav is the primary concern of the Vice President: Events and Engagement shall be subject to the procedures and regulations set out by the LUSU Extravaganza Sub-Committee.
- 9.11.1.2. The purpose of this sub-committee shall be to discuss all matters relating to Extrav and assist the Vice President: Events and Engagement where required.
- 9.11.1.3. The chairperson of this sub-committee shall be the Vice President: Events and Engagement who shall chair the sub-committee meetings.
- 9.11.1.4. Minutes shall be taken by the Events Officer
- 9.11.1.5. Membership of the Extravaganza committee shall consist of the:
 - 9.11.1.5.1. Vice President: Events and Engagement (in chair);
 - 9.11.1.5.2. President;
 - 9.11.1.5.3. Events Officer
 - 9.11.1.5.4. Any JCR member who wishes to be part of the committee (Minimum of 4)
 - 9.11.1.5.5. Finance of the Extravaganza will be facilitated by the main budget

9.11.2. Welcome Week Committee

- 9.11.2.1. The organisation of Welcome Week activities and Freshers' Reps is the primary concern of the President and shall be subject to the procedures and regulations set out by LUSU.
- 9.11.2.2. The purpose of this committee shall be to assist the President with the planning and execution of Welcome Week.
- 9.11.2.3. The chairperson of this sub-committee shall be the President, who shall chair the sub-committee meetings.
- 9.11.2.4. Minutes shall be taken by the Chair.
- 9.11.2.5. Membership of the Welcome Week committee shall consist of the:
 - 9.11.2.5.1. President (in chair)
 - 9.11.2.5.2. Vice President: Events
 - 9.11.2.5.3. The General Secretary
 - 9.11.2.5.4. Any other JCR member who wishes to be part of the committee (Minimum of 4)
 - 9.11.2.5.5. Finance of Welcome Week will be facilitated by the main budget.

9.11.3. Winter Ball Committee

- 9.11.3.1. The organisation of Winter Ball is the primary concern of the President and shall be subject to the procedures and regulations set out by LUSU.
- 9.11.3.2. The purpose of this committee shall be to assist the President with the planning and execution of Winter Ball.
- 9.11.3.3. The chairperson of this committee shall be the President, who shall chair the sub-committee meetings.
- 9.11.3.4. Minutes shall be taken by the General Secretary
- 9.11.3.5. Membership of the Winter Ball committee shall consist of the:
 - 9.11.3.5.1. President (in chair)
 - 9.11.3.5.2. Vice President: Events
 - 9.11.3.5.3. Events Officer
 - 9.11.3.5.4. The General Secretary
 - 9.11.3.5.5. Any other JCR member who wishes to be part of the committee (minimum of 4)
 - 9.11.3.5.6. Finance of Winter Ball will be facilitated by the main budget.

9.11.4. College Welfare Committee

- 9.11.4.1. Shall to coordinate the activities and campaigns ran by the College Welfare Team and encourage collaborative effort between officers;
- 9.11.4.2. The chairperson of this committee shall be the Vice President: Welfare and Education, who shall chair the sub-committee meetings and ensure that an officer takes minutes;
- 9.11.4.3. Open meetings shall take place—at the discretion of the Vice President: Welfare and Education, but at least twice a term on a date chosen by The Vice President: Welfare and Education;
- 9.11.4.4. Membership of the College Welfare committee shall consist of at least:
 - 9.11.4.4.1. Vice President: Welfare and Community (in chair);
 - 9.11.4.4.2. Men's Welfare Officer;
 - 9.11.4.4.3. Women's Welfare Officer;
 - 9.11.4.4.4. International Officer.
 - 9.11.4.4.5. Any JCR member who wishes to be part of the committee
- 9.11.4.5. Finance of EWD activities will be facilitated by the main budget and decisions on the expenditure will be decided in committee and approved in an Executive Meeting.

9.11.5. The Sport Committee

- 9.11.5.1. Shall be responsible for planning and organising all sporting events within the college, and shall help the Sport Officer to run sporting events;
- 9.11.5.2. The Sport Officer shall chair the meetings, and will nominate one person present to take minutes;

- 9.11.5.3. Membership of the committee shall consist of :
 - 9.11.5.3.1. The Sport Officer (In chair);
 - 9.11.5.3.2. The Vice President: Events and Engagement;
 - 9.11.5.3.3. Any JCR members who wish to be part of the committee (minimum of 4)

9.11.6. The Witch Committee

- 9.11.6.1. Shall have the primary responsibility for producing “The Witch” college magazine;
- 9.11.6.2. The committee shall be chaired by one of the Media and Communications Officers, who will be joint editors-in-chief of the magazine.
- 9.11.6.3. Membership of the committee shall consist of:
 - 9.11.6.3.1. The Media and Communications Officers (In chair)
 - 9.11.6.3.2. The Vice President: Events and Engagement
 - 9.11.6.3.3. Any JCR member who wishes to be on the committee (minimum of 4)

10. Byelaw Amendments and Review

- 10.1. Amendments to this byelaw shall be made following the motion being carried at a Pendle JCR General Meeting and ratification by the LUSU Executive. Changes will not come into operation until ratified by the LUSU Executive.
- 10.2. A review of this byelaw shall be carried out once a year by the President, who shall consider comments and additions from the entire JCR Executive and any college members. Any changes made will be approved and ratified as above.