

THE COUNTY COLLEGE JCR EXEC BYE LAW

1. STATUS

- 1.1. The County 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. The County College JCR Executive Committee is the autonomous representative of Lancaster University County College Students.

2. DEFINITIONS

- 1.1. This document shall refer to The County 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 County College JCR Executive Committee as 'the Exec'.
- 1.4. This document shall refer to members of The County College JCR as 'Members'.
- 1.5. This document shall refer to County JCR General Meetings as 'General Meetings'.

3. BYE LAW

- 1.1. This bye law may be freely changed subject to the change's submission as a motion to a County College General Meeting and a majority voting in favour of the motion. This shall become a bye law of the LUSU constitution with the ratification of LUSU Council.
- 1.2. The Democracy and Finance Officer has the responsibility of making decisions where there are conflicting interpretations of this bye law. Thereafter, a meeting of the County 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: Events and Democracy under the terms of the LUSU Constitution.
- 1.3. A review of this byelaw shall be carried out once a year. Any changes will be ratified at the commencement of the following academic year, according to

Section 10.2 of the LUSU Constitution. This review shall be conducted by the President and shall consider comments and additions from the entire JCR Exec and college members.

4. COLLEGE MEMBERSHIP

- 1.1. All undergraduate students registered as members of the college shall automatically be members of County JCR, unless they have opted out of LUSU.
- 1.2. Members of County JCR have the right to vote and stand in County JCR Exec elections.
- 1.3. Members of County JCR shall have the right to speak and vote at County College General Meetings and Emergency General Meetings and to propose motions at both.
- 1.4. Members of County JCR have the right to be represented by the County College JCR Exec.
- 1.5. Any member of County JCR has the right to opt out of LUSU. Any member who does so shall forfeit their rights as mentioned in 4.1 – 4.4.
- 1.6. The JCR Exec 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 JCR events and meetings, but not to vote, propose motions, stand in elections or take part in the democratic processes in any way.

5. THE JCR EXEC

- 1.1. The County JCR Exec shall consist of the officers listed in 5.10
- 1.2. The County JCR Exec shall have the representation of its members' interests as its central remit.
- 1.3. Any members of the County JCR Exec may resign but must give notice in writing to the President.
- 1.4. Should the President wish to resign, the written resignation must be submitted to the Democracy and Finance Officer and the LUSU President.
- 1.5. County JCR Exec members shall be deemed to have resigned if they fail to attend three meetings in a row without written apologies. The aforementioned meetings include any that this Bye Law or their remit requires them to attend.

- 1.6. County JCR Exec positions will be elected, except in the instance of by-election or co-option, in the Michaelmas Term each year for one year.
- 1.7. Members of County JCR may be co-opted to fill any open positions in the County JCR Exec structure. Co-option may be done by a simple majority at a JCR Exec meeting as long as the post has been advertised as appropriate through all available channels. The co-option must be ratified at the next General Meeting.
- 1.8. Officers elected by the College JCR shall fulfil the duties deputised to them by this bye law and the officers mentioned below shall carry out their defined responsibilities unless approval for alternative arrangements has been obtained from a General Meeting.

1.9. JCR Exec Standing Mandates

- 1.1.1. All County JCR Exec members shall abide by the equal opportunities policies of LUSU and the University and;
- 1.1.2. Shall attend or submit written apologies to all County JCR General Meetings, JCR Exec Meetings and LUSU General Meetings.
- 1.1.3. Shall attend or send apologies to all University and College Meetings to which they have been appointed.
- 1.1.4. Shall abide by the policies of the JCR Exec.
- 1.1.5. Shall undertake their duties in a conscientious manner and for the general good of the college members.
- 1.1.6. Shall be responsible for regular liaison with the College.
- 1.1.7. 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 Democracy and Finance Officer to file for future reference.
- 1.1.8. Shall be responsible for the upkeep of the JCR office and be responsible for the care of all JCR property.
- 1.1.9. Shall be judged to represent the view of County JCR in all matters.
- 1.1.10. Shall manage all financial aspects of the JCR Exec.
- 1.1.11. Shall be responsible for organising events and activities of County JCR.

1.10. The County JCR Exec Positions

1.1.1. The President

The President shall have the general responsibility of overseeing all of the JCR activities and co-ordinating the JCR Executive as well as representing

undergraduate members of The County College at appropriate College, LUSU and University meetings. The President shall ensure officers comply with their duties and will help and support the officers in doing this. They must make sure that all meetings are attended by the designated JCR Executive members, or if not them by another appropriate JCR Executive member. The President will also hold and advertise an office hour. The President shall be the primary organiser of a sporting event with Fylde College and Freshers Week. This position will be held by one person at any one given time. The President shall support and assist other members of the JCR Executive in the performance of their duties for the good of the college.

1.1.2. The Vice President : Academic and Welfare

The Vice President Academic and Welfare is the primary academic officer for the County JCR, supporting the Education and Opportunities Officer. They shall also play an instrumental part in the welfare of the college, alongside the Welfare and Community Officers. This post shall be held by only one person at a given time.

The Vice President Academic and Welfare shall hold and advertise an office hour and attend all appropriate meetings for this remit - Academic Council, EWD Council and LUSU LGBTQ*. They shall be concerned with the general welfare of the college JCR members and refer members of the college JCR to relevant people/organisations and provide basic advice. The Vice President Academic and Welfare will be responsible for all college JCR members, including off campus students and mature students. They shall develop, and coordinate the Welfare and Community officers to raise awareness and promote welfare and academic wellbeing within the college. The Vice President Academic and Welfare shall be responsible for interviewing and selecting Freshers Reps in the Summer Term for the following Freshers Week with the assistance of the President, Welfare and Community officers, and International Officer. They shall take the minutes of all JCR Executive Meetings, General Meetings and Emergency General Meetings. Both Vice Presidents must liaise with the relevant FTO and Cross Campus officers, and attend all appropriate meetings and committees as well as involve themselves in relevant campaigns and events. The Vice President Academic and Welfare shall attend all meetings on behalf of the president when they are unavailable and assist in Presidential duties when necessary.

1.1.3. The Vice President: Socials and Events

The Vice President Socials and Events is the primary organizer of the annual college Extravaganza (Summer Term) and Winter Ball (Michaelmas Term). This position will be held by one person at any given time. The Vice President Events shall work closely with the Socials and Events Officers in the planning of college socials and further to this they should work to support the other members of the JCR Executive in the performance of their duties for the good of the college. They shall attend LUSU Social & Events Group, as well partaking in sufficient P.A. kit training. The Vice President Social and Events shall attend all meetings on behalf of the President when they are unavailable and assist in Presidential duties when necessary.

1.1.4. Democracy and Finance Officer

The Democracy and Finance Officer shall be responsible for all democracy and finance procedures within the college. They shall be responsible for the maintenance of an up to date copy of this Bye Law and make a copy available to any College JCR member on request. They shall be The County College JCR representative on the LUSU Elections Sub-Committee and act as Assistant Returning Officer for all College JCR elections. As such they shall have overall responsibility for the conduct of College JCR elections and for those aspects of LUSU Elections for which the JCR Executive is responsible. They shall also be responsible for convening and chairing General and Emergency General Meetings and in addition shall chair all other meetings of the JCR Executive. The Democracy and Finance Officer shall also be responsible for overseeing and administering all financial business of the JCR Executive and making regular reports at JCR Executive Meetings. A financial report shall be made once a week to the rest of the JCR Executive. They shall maintain an up to date account of all financial transactions and check accounts presented by the LUSU Finance Office. The Democracy and Finance Officer shall also advise the JCR Executive on the expenditure of budget and if necessary prohibit any transaction that is not viable. They shall be responsible for assisting in the finances of the Extravaganza, Freshers Week and Winter Ball, sitting on any relevant committees and working closely with the LUSU Finance Office. This post shall be held by only one person at a given time. The Democracy and Finance Officer shall support and assist other members of the Executive in the performance of their duties for the good of the college.

1.1.5. Education and Opportunities Officer

The Education and Opportunities officer shall be the JCR's primary representative on all matters relating to Education and student opportunities, within the college and university. They shall work alongside the Vice President: Academic and Welfare on matters concerning academia and report any developments to the rest of the JCR Executive. They shall attend Academic Council, in the absence of the Vice President Academic and Welfare. They shall also work closely with the LUSU Vice President (Education) and relevant CCO's, to ensure all education opportunities are available to the County JCR. The Education and Opportunities officer should coordinate and deliver any event or campaign regarding opportunities with employability, training, or anything equivalently related to education or personal development. The Education and Opportunities officer will also work closely with the specific LUSU bodies relating to Overseas and Innovation opportunities, respectively. They shall also be responsible for organising any charity events in the college and will be the first point of contact for all students wanting to engage in charitable campaigns and activities. They should achieve this by maintaining a strong link with the Charity and College Contact officer of LUSU Gives. This post shall be held by only one person at a given time. The Education and Opportunities Officer shall also assist and help other executive members to fulfil their duties for the good of the college.

1.1.6. The Men's Welfare and Community Officer

The post of Men's Welfare and Community Officer shall be held by one person at any given time, who self-defines as a man. They should work in conjunction with the Women's Welfare and Community Officer. They shall both be concerned with the general welfare of College JCR members, holding a weekly office hour and referring members of the college JCR to relevant people/ organisations and provide basic advice. They shall both be concerned with the equality of all College JCR members as well as helping to maintain an environment within the college that can be enjoyed by all of our diverse members. They shall both be responsible for all College JCR members, including off campus students and mature students. Both officers must liaise with the relevant LUSU officers and

attend all appropriate meetings and committees (including EWD Council and Environment & Ethics Committee) as well as involve themselves in relevant campaigns and events. They can, if necessary, decide themselves which of them will go to which meetings if both cannot attend all meetings. They shall develop, co-ordinate and facilitate campaigns to raise awareness and promote welfare and academic wellbeing within the college. They shall be a primary point of contact for any members of minority groups within the college and ensure their wellbeing and inclusion. The Welfare and Community Officers shall assist the Vice President Academic and Welfare with Freshers Rep interviews where necessary. They shall also be responsible for ensuring County is as environmentally friendly as possible by organising and assisting with relevant campaigns and maintaining good links with Green Lancaster. They shall support and assist other members of the Executive in the performance of their duties for the good of the college.

1.1.7. The Women's Welfare and Community Officer

The post of Women's Welfare and Community Officer shall be held by one person at any given time who self-defines as a woman. They should work in conjunction with the Men's Welfare and Community Officer. They shall both be concerned with the general welfare of College JCR members, holding a weekly office hour and referring members of the college JCR to relevant people/organisations and provide basic advice. They shall both be concerned with the equality of all College JCR members as well as helping to maintain an environment within the college that can be enjoyed by all of our diverse members. They shall both be responsible for all College JCR members, including off campus students and mature students. Both officers must liaise with the relevant LUSU officers and attend all appropriate meetings and committees (including EWD Council and Environment & Ethics Committee) as well as involve themselves in relevant campaigns and events. They can, if necessary, decide themselves which of them will go to which meetings if both cannot attend all meetings. They shall develop, co-ordinate and facilitate campaigns to raise awareness and promote welfare and academic wellbeing within the college. They shall be a primary point of contact for any members of minority groups within the college and ensure their wellbeing and inclusion. The Welfare and

Community Officers shall assist the Vice President Academic and Welfare with Freshers Rep interviews where necessary. They shall also be responsible for ensuring County is as environmentally friendly as possible by organising and assisting with relevant campaigns and maintaining good links with Green Lancaster. They shall support and assist other members of the Executive in the performance of their duties for the good of the college.

1.1.8. Socials and Events Officers (Two positions)

The Socials and Events Officers shall stand for election and the position shall be held by two people at a given time. They shall be responsible for developing and organising a broad range of social activities for all members of the College JCR inside and outside of the bar. The Socials and Events Officers shall work with the rest of the JCR Executive, particularly the Vice President Socials and Events to discuss and confirm socials and the Socials and Events Officers should work with the media and communications officers to publicise all social events organised. They shall attend LUSU Social & Events Group, as well partaking in sufficient P.A. kit training. They shall provide a large supporting role in the organisation of Extravaganza, Winter Ball, Freshers Week and a sporting event with Fylde. The Socials and Events Officers shall support and assist other members of the Executive in the performance of their duties for the good of the college.

1.1.9. The International Students Officer

The International Students' Officer shall have responsibility for ensuring that the welfare and equality of all overseas students of The County College is upheld in any decisions that are taken or activities undergone. This post shall be held by only one person at a given time. They shall liaise with the relevant LUSU officers (including EWD Council) and be actively involved in any relevant issue or campaign. The International Students' Officer will hold and advertise an office hour. The International Students' Officer shall assist the Welfare and Community Officers where appropriate and required. They shall organise, in conjunction with the Socials and Events Officers, at least one event per term that will provide a social space for international members of the college. The International Students' Officer shall also, in collaboration with the above Officers, interview

and select International Freshers Reps for Freshers Week. The International Students' Officer shall also assist and help other executive members to fulfil their duties for the good of the college.

1.1.10. Sports Representative (Two Positions – One male, one female)

They shall have joint responsibility for promoting the sporting life of College JCR members, encouraging participation in inter college sport and ensuring that sport is accessible for all. The Sports Representatives shall be responsible for the organisation of inter-college teams along with the college captains, promoting inter-college events and shall attend all Carter Shield competitions. They shall liaise closely with the LUSU Vice President (Activities) and LUSU Sports Association, attend all Inter-College meetings and liaise with all College team captains. The sports representatives must ensure all captains are attending the appropriate meetings and attend on their behalf if they are unavailable. They shall also be the primary organisers of a sporting event with Fylde on behalf of the County College. The Sports Reps shall support and assist other members of the Executive in the performance of their duties for the good of the college.

1.1.11. Media and Communications Officer (Two Positions)

The Media and Communications officers shall jointly be responsible for the maintenance of the JCR Website and also for the administration and upkeep of all college spaces on social networking websites. They shall both have equal responsibility for the production and distribution of the JCR magazine, *Pendragon*. They shall have final editorial say and thus be accountable for the content within it and must produce at least 2 issues a term. They shall strive to get as many contributions from college members as possible. The Media and Communications officers shall be responsible for the creation and organisation of the distribution of posters, leaflets and other physical media on behalf of the JCR Exec. They shall organise the rest of the Exec to assist in the distribution of this media and work closely with the relevant Exec officers to publicise JCR events and campaigns.

1.11. County JCR Executive Rules

- 1.1.1. Each executive position shall have a written job description (in this bye law) that lays down expectations and responsibilities for each officer.
- 1.1.2. Executive job descriptions will be reviewed each year alongside the bye law.
- 1.1.3. Executive job descriptions may be modified at any point by a motion passed by simple majority of a quorate General Meeting.

1.12. Removal of Office

- 1.1.1. Executive Officers may be removed from office through the passing of a motion of no-confidence at a County JCR General or Emergency General Meeting
- 1.1.2. Executive Officers may be removed from office through the disciplinary procedure in section 9 of the LUSU constitution.

6. MEETINGS

- 1.1. JCR Exec Meetings are meetings where the JCR Exec discuss and make policy on matters relating to the college.
- 1.2. 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.

1.3. JCR Exec Meetings

- 1.1.1. Exec meetings shall be chaired by the Democracy and Finance Officer.
- 1.1.2. Minutes of meetings shall be taken by the Vice President Academic and Welfare.
- 1.1.3. Business and voting will be carried conducted in a manner set out for LUSU Councils and Committees.
- 1.1.4. Quorum of an Exec Meeting shall be 2/3rds of the number of positions on County Exec.
- 1.1.5. Exec Meetings shall take place weekly at a time agreed by all members of the Exec.
- 1.1.6. Exec Meetings may be called at the discretion of the President or at the request of 3 members of the JCR Exec.
- 1.1.7. All Exec officers are expected to attend all Exec Meetings unless reasonable apologies are submitted to the Democracy and Finance Officer at least 24 hours prior to the commencement of the meeting. In the case of emergency meetings, this time restriction does not apply.

1.4. County JCR General Meetings

1.1.1. General Meetings may be called by the County JCR Exec and must be held at least once a term. Any request for a General Meeting should be made in writing to a JCR Exec officer who shall take this request to the next scheduled Exec Meeting for approval.

1.1.2. General Meetings shall be chaired by the Democracy and Finance Officer.

1.1.3. It shall be the responsibility of the Vice President Academic and Welfare to take minutes of the General Meeting.

1.1.4. Notice for General Meetings

1.1.1.1. 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 Media and Communications Officers.

1.1.1.2. In case of amendments to the County JCR bye law, suspension of an officer, co-optation 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.

1.1.1.3. Business or motions should be submitted in writing to the Democracy and Finance Officer at least two working days prior to the meeting.

1.1.1.4. The agenda for the meeting should be posted visibly at least 24 hours in advance.

1.1.1.5. Quorum of a General Meeting shall be 40

1.5. Emergency General Meetings

1.1.1. Emergency General Meetings may be called by the President, 50% of the Exec in writing to the Democracy and Finance Officer or 30 members of County JCR in writing to the Democracy and Finance Officer.

1.1.2. Emergency General Meetings shall be chaired by the Democracy and Finance Officer.

1.1.3. Emergency General Meetings shall be minuted by the Vice President Academic and Welfare.

1.1.4. At least 24 hours notice specifying date, time, Chair and venue of an Emergency General Meeting must be given visibly. Publicity of Emergency General Meetings is the responsibility of the Media and Communications Officers.

1.1.5. Quorum of an Emergency General Meeting shall be 30 County JCR members.

7. FINANCE

1.1. General

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

1.1.2. A budget of estimates for the coming year's expenditure shall, by the end of the summer term, be drawn up by the Democracy and Finance Officer and presented in writing to a JCR Exec Meeting for approval. It should then be presented to a County JCR General Meeting and published on the JCR website.

1.1.3. The following shall ordinarily be signatories of the County JCR Exec account with LUSU:

1.1.1.1. The President

1.1.1.2. The Vice President Socials and Events

1.1.1.3. The Democracy and Finance Officer.

1.1.1.4. The Socials and Events Officers

8. ELECTIONS

1.1. The running of all elections shall be the responsibility of the JCR Exec with the Democracy and Finance Officer acting as ARO for the college. In circumstances where the Democracy and Finance Officer cannot act as the Returning Officer for County, the President shall fulfil the role. Failing this, the JCR Exec will vote on an appropriate substitute.

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

9. DISCIPLINARY PROCEDURES & COMPLAINTS

1.1. Disciplinary Procedures

1.1.1. Gross misconduct or failure of members of the JCR 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. All such actions shall require ratification by a majority at the next County JCR General Meeting.

1.1.2. Suspension shall mean that an officer is prohibited from carrying out their duties and responsibilities as set out in this Bye Law.

- 1.1.3. A member of the JCR Exec who has their suspension ratified by a County JCR General Meeting shall be removed from office.
- 1.1.1.1. The President or Vice Presidents (Academic and Welfare, or Socials and Events), with the support of two other members of the JCR Exec, must suspend another officer from their duties for neglect, failure of their duties as laid out in this bye law or gross misconduct in the absence of a reasonable excuse. This suspension must at first be preceded by an oral warning. If no reasonable response is received (in the opinion of the suspending officers) or if the officer persists in their actions then a written warning must be given. If the suspending officers are not satisfied by the response to such a warning, or there is no response at all, then the officer shall be suspended. If the officer continues to act inappropriately then they shall be suspended.

1.2. Complaints Procedures

- 1.1.1. Complaints about the operations or executive members of County JCR Executive should be made in writing to the President (or if it is about the President, the Democracy and Finance Officer). Complaints should be dealt with under LUSU Complaints Procedure as outlined in Section 16 of the LUSU Constitution.

10. SUB-COMMITTEES

- 1.1. County JCR Executive may create sub-committees or be instructed to do so by a General Meeting.
- 1.2. Any sub-committee shall have a JCR Executive convener who shall be responsible for the operation of that sub-committee.
- 1.3. Any sub-committee shall have written terms of reference and membership as determined by the JCR Exec or a General Meeting and a fixed term of not longer than 3 years (though that term may be renewable).
- 1.4. Sub-committees may co-opt further members or invite participation as they determined by their terms of reference.

1.5. Operation of County JCR Executive Sub-Committees

- 1.1.1. JCR Executive sub-committees shall adopt the same procedures and standing orders as used for JCR Executive meetings.
- 1.1.2. JCR Executive sub-committees shall have delegated authority of the JCR Executive on matters within their remit, and within their budget allocation, and

provided that the actions of that sub-committee do not contradict the policies of County JCR or LUSU.

- 1.1.3.** The convener of each sub-committee shall ensure that note or minutes of each meeting of that sub-committee are sent to the JCR Executive for ratification. Where a JCR Exec sub-committee makes suggestions for changing the policy or budget of the JCR Exec, this should be sent to the JCR Executive Committee or County JCR General Meeting as an agenda item as appropriate.

1.6. Standing Sub-Committees of County College JCR Executive

1.7. The Extravaganza Committee

- 1.1.1.** In the last week of Summer Term there shall be a social event exclusive to The County College members and their guests. This shall be entitled 'Extravaganza'.

The primary organization of this event is the concern of the Vice President Socials and Events. The organisation shall be subject to the procedures and regulations set out by the LUSU Extravaganza subcommittee.

- 1.1.2.** The purpose of this committee is to assist in the organisation and execution of the Extravaganza.

- 1.1.3.** The attendees of the Extravaganza Committee shall consist of:

- 1.1.1.1. Vice President Socials and Events
- 1.1.1.2. President
- 1.1.1.3. Democracy and Finance Officer
- 1.1.1.4. Two Socials and Events Officers
- 1.1.1.5. Two Media and Communications Officers
- 1.1.1.6. Two other members of the JCR Exec elected from a JCR Exec meeting.
- 1.1.1.7. Up to three members of the JCR who shall be chosen by the Vice President Events after advertising the positions and conducting short interviews with candidates.

- 1.1.4.** The committee in total shall not exceed twelve members.

- 1.1.5.** The Vice President Socials and Events shall convene the meetings and be responsible for reporting back to the JCR Exec.

1.8. The Winter Ball Committee

- 1.1.1.** In the last two weeks of Michaelmas term there shall be a ball held exclusively for The County College Members and their guests. This shall be entitled the

Winter Ball. The primary organisation of this event will be the concern of the Vice President Socials and Events.

- 1.1.2. The purpose of this committee will be to assist in the organization and execution of the winter ball.
- 1.1.3. The attendees of the Winter Ball Committee shall be:
 - 1.1.1.1. Vice President Socials and Events
 - 1.1.1.2. President
 - 1.1.1.3. Democracy and Finance Officer
 - 1.1.1.4. Two Socials and Events Officers
 - 1.1.1.5. Two Media and Communications Officers
 - 1.1.1.6. Another member of the JCR Executive or member of the College JCR can be appointed by a JCR Exec meeting if needed.
- 1.1.4. The number of attendees shall not exceed more than eight.

11. FRESHERS' WEEK COMMITTEE

- 1.1. In order to assist the President and the Exec with the planning and execution of County Freshers Week, there shall be a Freshers Week Committee who shall offer support.
- 1.2. The committee shall consist of eight additional undergraduate members of the college, determined by the President.
- 1.3. They shall be chosen by short interviews being conducted with applicants. These interviews shall be held alongside the Freshers Reps interviews.