

## GRIZEDALE COLLEGE JCR EXEC BYE LAW

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### 1. STATUS

- 1.1. Grizedale JCR Exec 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. Grizedale JCR Exec is the representative of Lancaster University Grizedale Students.

### 2. DEFINITIONS

- 2.1. This document shall refer to Grizedale JCR Exec as 'JCR Exec'.
- 2.2. This document shall refer to Lancaster University Students Union as 'LUSU'.
- 2.3. This document shall refer to JCR Exec Officers as 'Officer'.
- 2.4. This document shall refer to members of Grizedale College as 'Members'.
- 2.5. This document shall refer to Grizedale College as 'The College'.
- 2.6. This document shall refer to LUSU Annual General Meetings as 'General Meetings'.
- 2.7. This document shall refer to Fresher's week as 'Intro Week'.

### 3. BYE LAW

- 3.1. This bye law may be freely changed subject to the changes submission as a motion to a Grizedale College General Meeting, and a majority voting in favour of the motion and shall become a bye-law of the LUSU constitution with the ratification of LUSU Council.
- 3.2. The General Secretary and President have the responsibility of making decisions where there are conflicting interpretations of this by law. 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 VP UD under the terms of LUSU Constitution.
- 3.3. A review of this bye law shall be carried out at the beginning of Michaelmas Term. Any changes will be ratified at the commencement of following academic year, according to Section 10.2 of the LUSU Constitution. This review shall include the entire JCR Exec

#### **4. COLLEGE MEMBERSHIP**

- 4.1. All undergraduate students registered as members of the college shall automatically be members of Grizedale JCR, unless they have opted out of LUSU.
- 4.2. Members of Grizedale JCR have the right to vote and stand in JCR Exec elections.
- 4.3. Members of Grizedale JCR shall have the right to speak and vote at Grizedale General Meetings and Emergency General Meetings and to propose and second motions at both.
- 4.4. Members of Grizedale JCR have the right to be represented by the JCR Exec.
- 4.5. Any member of Grizedale JCR has the right to opt out of Grizedale. Any member who does so shall forfeit their rights as mentioned in 4.1 - 4.4
- 4.6. Grizedale JCR may grant honorary membership to any person through the submission of a motion to that effect to a General Meeting, which must then be passed by a simple majority. Honorary Members have the right to attend Grizedale JCR events, but not to vote, propose motions, stand in elections or take part in the democratic processes in any way.

#### **5. THE JCR EXEC**

- 5.1. The JCR Exec shall consist of the officers listed in 5.9.5
- 5.2. The JCR Exec shall have the representation of its members' interests as its remit.
- 5.3. Any members of the JCR Exec may resign but must give notice of 1 week in writing to the President.
- 5.4. Should the President wish to resign, the written resignation must be submitted to the JCR Exec and the LUSU President.
- 5.5. JCR Exec members shall be deemed to have resigned if they fail to attend three meetings per term that this bye law or their job description requires that they attend, without written apologies.
- 5.6. 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, with the exception of the Sports Reps in 5.9.5.8 who shall be elected in Summer Term for one year.
- 5.7. Members of Grizedale JCR may be co-opted to fill any gaps in the 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 at the previous JCR Exec meeting, on the JCR Exec social media sites. The co-option must be confirmed at the next Grizedale General Meeting.

**5.8. JCR Exec Standing Mandates**

- 5.8.1. All JCR Exec members shall abide by the equal opportunities policies of LUSU and the University and;
- 5.8.2. Shall attend or with at least 24 hours' notice submit written apologies to, all Grizedale College General Meetings, JCR Exec Meetings, LUSU General Meetings, Carter Shield Matches and Warriors Tournament.
- 5.8.3. Shall attend, or send apologies to, all University and College Meetings for which they have been appointed.
- 5.8.4. Shall adhere to the LUSU Staff/Student Protocol.
- 5.8.5. Shall abide by the policies of the JCR Exec
- 5.8.6. Shall undertake their duties in a conscientious manner, putting the views of college members first.
- 5.8.7. Shall be responsible for regular liaison with the College.
- 5.8.8. 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 SCR to file for future reference.

**5.9. The JCR Exec Powers**

- 5.9.1. The JCR Exec shall be responsible for the property of the JCR Exec in all regards.
- 5.9.2. The JCR Exec shall be judged to represent the view of the college in all matters.
- 5.9.3. The JCR Exec shall manage all financial aspects of the JCR Exec.
- 5.9.4. The JCR Exec shall be responsible for organising events and activities of the college.

**5.9.5. The JCR Exec Positions**

- 5.9.5.1. The President
- 5.9.5.2. The Vice President of Socials and Events
- 5.9.5.3. The Vice President Education and Welfare

- 5.9.5.4. The General Secretary
- 5.9.5.5. The Three Social and Events Officers
- 5.9.5.6. The Two Communications Officers
- 5.9.5.7. The Men's and Women's Welfare and Community Officers
- 5.9.5.8. The Men's and Women's Sports Officers
- 5.9.5.9. The International Officer

5.9.6. **JCR Executive Responsibilities**

- 5.9.6.1. Each executive position shall have a written job description, which lays down expectations and responsibilities.
- 5.9.6.2. Executive job descriptions will be reviewed each year alongside the Bye Law.
- 5.9.6.3. Executive job descriptions may be modified at any point by a motion passed by simple majority at a quorate Grizedale General Meeting or JCR Exec Meeting.

5.9.7. **Removal of Office**

- 5.9.7.1. Executive Officers may be removed from office through the passing of motion of no-confidence at a Grizedale General or Emergency General Meeting.
- 5.9.7.2. Executive Officers may be removed from office through the disciplinary procedure in section 9 of this Bye Law.

5.9.8. **Officer Remits**

- 5.9.8.1. **The President:** The President is responsible for the JCR Exec as a whole. This includes the overseeing of JCR Exec finance, campaigns, meetings and socials. Their aim is to best represent the members' views and cater for their needs. The president will be required to attend the following meetings; Presidents Committee, LUSU Council, JCR Exec, College Syndicate and any more they are later elected on to. They are also responsible for Intro Week Committee.

5.9.8.2. **The Vice President of Social and Events:** They will liaise with the President and support them in their duties where required. Will be the primary coordinator of the social, and entertainment life of the college. Will be responsible for the organisation and the running of the extravaganza and Winter Ball; will monitor and direct the activities of the social and events officers, and report to the JCR Executive President if there is cause for concern. They shall attend meetings such as but not limited to the JCR Executive meeting, LUSU Council (If agreed with the other Vice President) and LUSU Social and Events Group. The VP will ensure that at least one member of the socials team is PA kit trained.

They shall be the JCR Convenor for the Extrav' Sub-committee, the Winter Ball Sub – Committee and the Social Sub-Committee.

5.9.8.3. **The Vice President Education and Welfare:** They will liaise with the President and support them in their duties where required. They shall monitor and direct the activities of the welfare officers and international officer (the welfare team), and report to the JCR Executive President if there is cause for concern. They will be the primary facilitator of equality, welfare, and diversity of all college members and shall coordinate the campaigns organised by the welfare team. They should hold an event for “Brew with the Boar” every week; it is encouraged to have a different theme or topic of discussion every week. They shall also be responsible for the application and interview process of Fresher Reps for Intro Week along with the welfare team and President. They shall attend meetings such as but not limited to LUSU Council (if agreed with the other Vice President), LUSU Equality, Welfare, and Diversity council and Academic Council.

5.9.8.4. **The Democracy & Finance Officer:** The Democracy & Finance Officer's main responsibilities are to minute JCR Exec meetings and distribute to the JCR Exec, run elections in line with LUSU election policy, Chair General Meetings and collate and organise the JCR Exec's finances; they must keep their own running, up-to-date, document of the college finances. They must also review the bye law on Michaelmas Term along with the

president and with consultation with the JCR Exec. They will in Michaelmas Summer Term produce a new budget with the JCR Exec which will be passed by the JCR Exec and LUSU Exec at a General Meeting. They are also responsible to help find a College Sports Sponsorship deal at towards the end of their term of office. They are required to attend the following meetings; JCR Exec meeting and LUSU Election meetings.

- 5.9.8.5. **The Social and Events Officers:** The Social and Events Officers are responsible for providing a wide range of socials that cater for what the members want, , as well as running weekly bar nights. They should aim to involve Grizedale musicians and DJs and showcase them in events. The meetings that they are required to attend are; Social and Events Group and JCR Exec meetings.
- 5.9.8.6. **The Communication Officers:** The Communication Officers are responsible for communications with the member's through all technologies such as posters, flyers, Facebook, Twitter, the website and college blog. They will be responsible for making posters for all events and for any other purpose the JCR Exec want. They are also required to overlook the college magazine if members wish to organise one. The meetings they are required to attend are the JCR Exec Meeting.
- 5.9.8.7. **The Men's and Women's Welfare and Community;** The Welfare and Community officers are responsible for representing all members to ensure they are treated equally and fairly. They are also responsible to run at least 2 campaigns or events each term which raise awareness of important welfare issues concerning college members, such as mental or sexual health, BME students, students with disabilities, LGBTQ\* and environmental concerns. They are also responsible for running fundraising or volunteering campaigns under the name "Grizedale Gives Back". They shall also be responsible for the application and interview process of Fresher Reps for Intro Week along with the rest of the welfare team and President. They should hold an event for "Brew with the Boar" every

week; an event for people to discuss any issues they might have, it is encouraged to have a different theme or topic of discussion every week. The meetings that they are required are EWD Council, LGBTQ\*, LUSU Environment and Ethics Committee and JCR Exec Meetings.

- 5.9.8.8. **The Men's and Women's Sports Officers:** The Men's and Women's Sports Officers are responsible for coordinating all college sports. This includes all team captains (football, netball, pool, darts, and dominoes), with whom they must meet up with at least once per term. They are also responsible for the Carter Shield and the Warriors Tournament. They are responsible for liaising with the Communications officers to publicise the Carter Shield to college members, and for ensuring adequate participants for forming teams each week. They are also responsible for recording attendance and accepting apologies for Carter Shield from JCR exec members. They are also responsible for liaising with team captains and the General Secretary to gain sponsorship for college teams. They are required to attend JCR Exec Meetings and any meeting that LUSU require them to attend for college sports.
- 5.9.8.9. **The International Officer:** The International Officer is responsible for representing the international members' views and caters for their needs. They will be required to work alongside the social secretaries and communication officers to provide events and target advertising to encourage international involvement in the college. They should hold and event for "Brew with the Boar" every week; an event for people to discuss any issues they might have, it is encouraged to have a different theme or topic of discussion every week. They shall also be responsible for the application and interview process of Fresher Reps for Intro Week along with the rest of the welfare team and President. They are also responsible for organising an event in Grizedale Bar to celebrate the Eurovision Song Contest, which normally takes place in the summer term. They are required to attend JCR meetings, LUSU Equality, Welfare and Diversity Council and any other meetings relevant to their role.

## **6. MEETINGS**

- 6.1. JCR Exec Meetings are meetings where the JCR Exec discuss and make policy on matters relating to the college and work together to help Exec members fulfil their remit.
- 6.2. Grizedale JCR General Meetings shall be the sovereign body of the college and may instruct the JCR Exec to follow a mandatory course of action over a particular issue.
- 6.3. **JCR Exec Meetings**
  - 6.3.1. Exec meeting shall be chaired by a JCR Exec member that has been elected as the Chair for that term. They shall be elected at the start of the first meeting per term and chair all subsequent JCR Exec meetings for that term. The Chair cannot be the General Secretary.
  - 6.3.2. Minutes of meetings shall be taken by the General Secretary.
  - 6.3.3. Business and voting will be carried and conducted in a manner set out in LUSU Constitution & Bye Laws for Executive Meetings.
  - 6.3.4. Quorum of an Exec Meeting shall be 50% of the number of positions on the JCR Exec.
  - 6.3.5. Exec Meetings shall take place weekly and date, time and venue will be decided at the first JCR Exec meeting, by the General Secretary in conjunction with the President.
  - 6.3.6. Exec Meetings may be called at the discretion of the President or at the request of 3 members of the JCR Exec.
  - 6.3.7. 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.
- 6.4. **Grizedale General Meetings**
  - 6.4.1. General Meetings may be called by the 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.
  - 6.4.2. General Meetings shall be chaired by the General Secretary.
  - 6.4.3. It shall be the responsibility of the General Secretary to dedicate a member of the JCR to take minutes of the General Meeting.



**6.4.4. Notice for General Meetings**

- 6.4.4.1. 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 Communications Officers.
- 6.4.4.2. In case of amendments to the Grizedale 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.
- 6.4.4.3. Business or motions should be submitted in writing to the Chair at least two working days prior to the meeting.
- 6.4.4.4. The agenda for the meeting should be posted visibly at least 24 hours in advance.
- 6.4.4.5. Business and voting will be carried and conducted in a manner set out in LUSU Constitution for General Meetings.

6.4.5. Quorum of a General Meeting shall be 40.

**6.4.6. Emergency General Meetings**

- 6.4.6.1. 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.
- 6.4.6.2. Emergency General Meetings shall be chaired by the General Secretary.
- 6.4.6.3. It shall be the responsibility of the General Secretary to delegate a member of the JCR to take minutes of the Emergency General Meeting. .
- 6.4.6.4. 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 Communications Officers.
- 6.4.6.5. Business and voting will be carried conducted in a manner set out in LUSU Constitution & Bye Laws for Emergency General Meetings.
- 6.4.6.6. Quorum of an Emergency General Meeting shall be 30 college members.

## **7. FINANCE**

- 7.1. All financial matters of the JCR Exec shall be dealt with as set out in the LUSU Financial Regulations.
- 7.2. A budget of estimates for the coming year's expenditure shall, by the end of the Summer term, be drawn up by the Treasurer and the President and presented in writing to a JCR Exec Meeting for approval. It should then be presented to a Grizedale General Meeting and published on the JCR Exec website.
- 7.3. The following shall ordinarily be signatories of the JCR Exec account with LUSU:
  - 7.3.1. President
  - 7.3.2. The Vice Presidents
  - 7.3.2. General Secretary
  - 7.3.3. The Social Secretaries

## **8. ELECTIONS**

- 8.1. The running of all elections shall be the responsibility of the JCR Exec with the General Secretary acting as RO the college. In circumstances where the General Secretary cannot act as the Returning Officer for an election, the President shall mandate another Exec officer to organise the elections.
- 8.2. 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**

- 9.1. 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 officer concerned.
  - 9.1.1. All such actions shall require ratification by a majority at the next Grizedale General Meeting or a Vote of No Confidence supervised by LUSU VP (UNION DEVELOPMENT). In less serious circumstances warnings can be administered by the President (Vice President in the case of warning a President) for failure to attend a meeting without apologies or failure to complete duties on more than one occasion.

9.1.2. Accumulation of 3 warnings will result in suspension and follow the rules in 9.2-9.3.

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

9.3. A member of the JCR Exec who has their suspension ratified by a Grizedale General Meeting shall be removed from office.

## **10. COMPLAINTS PROCEDURES**

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

## **11. SUB-COMMITTEES OF THE JCR EXEC**

11.1. JCR Executive may create sub-committees or be instructed to do so by a Grizedale General Meeting.

11.2. Any sub-committee shall have a JCR Executive convenor who shall be responsible for the operation of that sub-committee.

11.3. Any sub-committee shall have written terms of reference and membership as determined by the JCR Exec or a Grizedale General Meeting.

11.4. Sub-committees may co-opt further members or invite participation as they determined by their terms of reference.

## **12. OPERATION OF THE JCR EXECUTIVE SUB-COMMITTEES**

12.1. JCR Executive sub-committees shall adopt the same procedures and standing orders as used for JCR Executive meetings.

12.2. 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 policy or bye law of Grizedale or the LUSU constitution.

- 12.3. The convenor of each sub-committee shall ensure that notes 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 sub-committee, this should be sent to the JCR Executive Committee or Grizedale General Meeting as an agenda item as appropriate.

### **13. INTRO WEEK SUB-COMMITTEE**

- 13.1. This committee to be elected by the JCR Exec during a JCR Exec Meeting in the 8<sup>th</sup> week of Lent term and shall consist of the following eight co-ordinators,
- 13.2. Membership
  - 13.2.1. President
  - 13.2.2. A Social and Events Officer
  - 13.2.3. Vice-President Welfare
  - 13.2.4. 3 positions are open to the rest of the JCR Exec.
  - 13.2.5. Communications Officer
  - 13.2.6. The remaining four positions are open to any other member of Grizedale College.
  - 13.2.7. No member or officer can stand for Intro Week Committee if they will not be in the JCR Exec during Intro Week.
- 13.3. The President will be chair of this committee. The Intro Week Committee is responsible for the formulation and execution of plans for Intro Week and must liaise with the General Secretary regarding finances. JCR Exec members of the Intro Week Committee must liaise with the whole JCR Exec in the formulation of said plans and be assisted by the JCR Exec in the execution of their duties.
- 13.4. The Intro Week Committee are responsible for the planning and booking of events for the week whilst the Welfare team under the guidance of the President and Vice President Education and Welfare are responsible for choosing fresher reps, through an application and interview process. Fresher Reps role is to support the Intro Week Committee and JCR Exec by working with individual flats or townhouses during the week, acting in a responsible way at all times.

- 13.5. The members of the Intro Week Committee and JCR Exec are required to attend every event (exceptional circumstances will be accepted by the President). They must follow LUSU Sober Duty policy.

#### **14. EXTRAVAGANZA COMMITTEE**

- 14.1. This committee shall form in Week 2 of Lent term and shall consist of the following JCR Exec officers;
  - 14.1.1. Vice President Social and Events
  - 14.1.2. At least Two Social and Events Officers
  - 14.1.3. General Secretary
  - 14.1.4. At least one Communications Officer
  - 14.1.5. 2 positions open to the rest of the JCR exec.
  - 14.1.6. The remaining two Extravaganza Committee positions are open to any other members of Grizedale College.
- 14.2. The committee is responsible for organising the Extravaganza event, which takes place in the last week of Summer Term.
- 14.3. The Vice President Socials and Events must keep the President informed of all progress for planning of the event, and can request help from the President or other members of the JCR if necessary.

#### **15. THE WINTER BALL COMMITTEE**

- 15.1. In the last two weeks of Michaelmas term there shall be a ball held exclusively for Grizedale 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 of Socials and Events.
- 15.2. The purpose of this committee will be to assist in the organization and execution of the winter ball.
- 15.3. The attendees of the Winter Ball Committee shall be:
  - 15.3.1. VP Social and Events
  - 15.3.2. A member from the SCR

| *Approved by LUSU Union Executive 03/05/17*[23/01/2014](#)04

15.3.3 The Social Team, if requested by the VP Social and Events.