

Furness College JCR By-Laws

June 2019

1.1. STATUS:

- 1.1.1. Furness 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.
- 1.1.2. Furness College JCR is the autonomous representative of Lancaster University Furness College Students.

1.2. DEFINITIONS:

- 1.2.1. This document shall refer to members of the Furness JCR as 'the JCR'.
- 1.2.2. This document shall refer to Furness JCR Executive Committee as 'the Exec'.
- 1.2.3. This document shall refer to Furness College as 'the college'.
- 1.2.4. This document shall refer to Furness JCR Exec sub-committee as 'sub- committee'.
- 1.2.5. This document shall refer to Lancaster University Students Union as 'LUSU'.
- 1.2.6. This document shall refer to Part Time Officer as 'PTO'.

1.3. BYE LAW:

- 1.3.1. May be freely changed subject to the change's submission as a motion to a Furness College JCR 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.
- 1.3.2. The JCR Finance and Democracy Officer has the responsibility of making decisions where there are conflicting interpretations of this By-Law. Thereafter, a meeting of the Exec shall be convened at the earliest opportunity to discuss and ratify Finance and Democracy Officer's decision.
- 1.3.3. Any appeal against these decisions will be made to the LUSU Vice President (Union Development) under the terms of the LUSU Constitution.
- 1.3.4. Shall be reviewed by the 'Bye Law Review Sub- Committee' where any changes will need to be ratified at the commencement of following academic year, according to Section 10.2 of the LUSU Constitution.

COLLEGE JCR

2.1. RIGHTS:

- 2.1.1. All undergraduate students registered as members of the college shall automatically be members of Furness College JCR, unless they have opted out of LUSU.
- 2.1.2. The JCR have the right to vote and stand in College elections.
- 2.1.3. To speak and vote at Furness JCR General Meetings and Emergency General Meetings and to propose and second motions at both.
- 2.1.4. To be represented by the Furness JCR Exec.
- 2.1.5. To opt out of the JCR; which means they shall forfeit their JCR rights.
- 2.1.6. The 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.
- 2.1.7. Honorary Members have the right to attend JCR events, but cannot vote, propose motions, stand in elections or take part in the democratic functions.

JCR EXECUTIVE

3.1. STANDING MANDATES:

- 3.1.1. The Exec shall have the representation of its members' interests as its remit.
- 3.1.2. Shall be responsible for the property of the JCR in all regards.
- 3.1.3. Shall be collectively responsible for all financial aspects and delivery of activities of the JCR.
- 3.1.4. Shall undertake their duties whilst supporting and assisting other members of the exec in the performance of their duties for the general good of the JCR.
- 3.1.5. Each exec position shall have a written job description which each officer must fulfil or face termination of office as outlined in 3.4 of this Bye Law.
- 3.1.6. Exec job descriptions will be reviewed each year alongside the By-Law and may be modified at any point by a motion passed, by a simple majority, at a quorate general meeting.
- 3.1.7. Shall abide by the equal opportunities policies of LUSU and the University.
- 3.1.8. Shall adhere to the LUSU Staff/Student Protocol, abide by the policies of Furness College and be responsible for regular liaison with the College.
- 3.1.9. Shall complete a written handover document at the end of their term shall be given to both their successor, in person, and the Finance and Democracy Officer to file for future reference.

3.2. SUB- COMMITTEES:

- 3.2.1. The Exec may create sub-committees or be instructed to do so by a General Meeting.
- 3.2.2. Shall have an Exec convenor who shall be responsible for the operation of that sub-committee.
- 3.2.3. Shall have written terms of reference and membership as determined by the Exec or a General Meeting with a fixed term of no longer than 3 years, though that term is renewable.
- 3.2.4. May co-opt further members or invite participation as they determined by their terms of reference.
- 3.2.5. Shall adopt the same procedures and standing orders as used for the Exec meetings.
- 3.2.6. Shall have delegated authority of the JCR Exec 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 Laws of the JCR or LUSU.
- 3.2.7. The convenor of each sub-committee shall ensure that the minutes of each meeting of that sub-committee are sent to the Exec for approval.
- 3.2.8. Suggestions for changing the policy or budget of the JCR should be sent to the Exec Committee or Furness JCR General Meeting as an agenda item as appropriate.
- 3.2.9. Shall be convened termly and every Exec Officer has the right to sit on and assist with all sub-committees.

3.3. LISTED SUB- COMMITTEES:

3.3.1. *The Welcome Week Sub- Committee:*

- 3.3.1.1. Shall be chaired by the President.
- 3.3.1.2. Include the Vice-President (Socials & Events), Vice-President (Welfare & Campaigns), Finance and Democracy Officer.
- 3.3.1.3. Include any other JCR Executive Officer wishing to sit on this committee.

3.3.2. *The Patriots' Cup Committee:*

- 3.3.2.1. Shall be chaired by the Sports Officers from Furness.
- 3.3.2.2. Include any JCR members wishing to sit on this committee.

3.3.3. *'The Extrav' Sub- Committee:*

- 3.3.3.1. Shall be chaired by the Vice-President Social & Events.
- 3.3.3.2. Include the Finance and Democracy Officer.
- 3.3.3.3. Include at least one Media and Communications Officer.
- 3.3.3.4. Include any other JCR member wishing to sit on this committee.

3.3.4. *'The Bye Law Review' Sub- Committee:*

- 3.3.4.1. Shall be chaired by the Finance and Democracy Officer.
- 3.3.4.2. Shall include the President, Vice-President Social & Events & Vice-President (Welfare & Campaigns)
- 3.3.4.3. Shall ensure thorough review of this Bye Law and ensure that it is kept up to date and relevant, with any changes being passed annually at a General Meeting.
- 3.3.4.4. Include any other JCR Executive Officer wishing to sit on this committee.

3.4. POSITIONS:

- 3.4.1. The Exec shall consist of the following officers:
 - 3.4.1.1. The President;
 - 3.4.1.2. The Vice President (Welfare and Campaigns);
 - 3.4.1.3. The Vice President (Socials and Events);
 - 3.4.1.4. The Finance and Democracy Officer;
 - 3.4.1.6. The Media and Communications Officer (2);
 - 3.4.1.7. The Social and Events Officer (2);
 - 3.4.1.8. The Welfare and Campaigns Officer;
 - 3.4.1.9. The Welfare and Education Officer;
 - 3.4.1.10. The Welfare and International Officer;
 - 3.5.1. 11. The Sports Officer (2).

3.5. JOB DESCRIPTION

3.5.1. *The President:*

- 3.5.1.1. Is responsible for the co-ordination and control of the Executive
- 3.5.1.2. Shall liaise with the senior members of the University and College, to ensure other officers comply with B8 of the Furness College JCR Bye Law.
- 3.5.1.3. Shall be the primary representative of the Furness JCR and as such represent the JCR on committees they are elected to by LUSU or the JCR.
- 3.5.1.4. Shall sit on LUSU Council along with the JCR Vice President (Welfare & Campaigns).
- 3.5.1.5. Shall be the lead organizer of the Furness College Intro Week with support from the Vice-President (Socials and Events), Vice-President (Welfare and Campaigns), Social and Events Officers, and Finance and Democracy Officer and shall be ultimately responsible and accountable for it to LUSU and the JCR.
- 3.5.1.6. Shall, subject to any resolution being passed to the contrary, be Deputy Chair for all general meetings and JCR Exec Hustings.
- 3.5.1.7. Shall support and assist other members of the Executive in the performance of their duties.
- 3.5.1.8. Shall liaise with the Finance and Democracy Officer over the administration and conduct of all JCR financial business.
- 3.5.1.9. Shall work closely with the Finance and Democracy Officer to ensure all elections are conducted in accordance to the LUSU Constitution and Elections Bye Law.
- 3.5.1.10. Shall support the Vice President Socials and Events with the organisation and

delivery of the 'Summer Extravaganza'.

3.5.1.11. Shall work closely with the JCR Education and Welfare Officer, and college principle in the organization and running of the 'Enterprise Week' and 'Mind Your Own Business' project.

3.5.1.12. Shall meet weekly with the college manager to discuss progress and plans of the JCR exec.

3.5.1.13. Shall be the main organiser of the annual Winter Ball.

3.5.1.14. This position shall be held by only one person at a given time.

3.5.2. The Vice-President (Welfare and Campaigns)

3.5.2.1. Shall represent the JCR on welfare and campaigns related matters

3.5.2.2. Shall deputize for the President in the event of the President's absence.

3.5.2.3. Shall work with and support all JCR exec officers in the fulfilment of their duties, in particular the Welfare and Education Officer, Welfare and Campaigns Officer and the International and Welfare Officer.

3.5.2.4. Shall lead the development and delivery of welfare related campaigns.

3.5.2.5. Shall work closely with the President and Welfare and Campaigns Officer to put together the interview, training and overall management as well as general organisation of the Furness College Fresher Rep scheme.

3.5.2.6. Shall support the President with the organisation and running of Furness College Welcome Week.

3.5.2.7. Shall work closely with the LUSU Vice President (Welfare & Community), relevant PTO's, and other college welfare officers to develop and promote welfare campaigns within Furness College.

3.5.2.8. Shall sit on Welfare Committee.

3.5.2.9. Shall attend at least two academic council meetings during the year.

3.5.2.10. Shall regularly check the suggestions box in Furness Foyer.

3.5.2.11. This position shall be held by only one person at a given time.

3.5.3. The Vice President (Socials and Events)

3.5.3.1. Shall represent the JCR on Socials and Events related matters.

3.5.3.2. Shall be the primary coordinator of JCR socials and events.

3.5.3.3. Shall work closely with and support all JCR Exec Officers in the fulfilment of their duties, in particular JCR Social and Events Officers.

3.5.3.4. Shall be the lead organiser of the Furness College Summer Extravaganza with support from the President, Media and Communications Officers, Social and Events Officers, Finance and Democracy Officer and Extrav Sub-Committee and shall be ultimately responsible and accountable for it to LUSU and the JCR.

3.5.3.5. Shall support the President with the organisation and running of Furness College Welcome Week.

3.5.3.6. Shall work closely with the President and Social and Events officers in the organisation and management of the Winter Ball and bi annual 15 hour bar crawl.

3.5.3.7. Shall ensure that Socials and Events are accessible to all members of the JCR.

3.5.3.8. Shall work closely with the LUSU Vice President (Union Development) to support and promote cross campus and LUSU socials to the Furness JCR.

3.5.3.9. Shall sit on the LUSU Social and Events Group.

3.5.3.10. This position shall be held by only one person at a given time.

3.5.4. The Finance and Democracy Officer

- 3.5.4.1. Shall be responsible for the convening and chairing all JCR meetings in accordance with section 4 of this Bye Law.
- 3.5.4.2. Shall be responsible for keeping an up to date record of this By-Law and ensure that it is available to any member of the college upon request.
- 3.5.4.3. Shall ensure transparency of the JCR Exec by making available both the By-Law and Minutes to all members of the college upon request.
- 3.5.4.4. Shall have overall responsibility of JCR elections and involvement in Union elections, through sitting on the Democracy Committee of LUSU.
- 3.5.4.5. Shall carry out elections in accordance with section 12 of the LUSU Constitution.
- 3.5.4.6. Shall, subject to any resolution being passed to the contrary, chair all general meetings and JCR Exec Hustings, and shall call all general meetings in accordance with any regulations in the Furness JCR By-Law.
- 3.5.4.7. The Finance and Democracy Officer does not hold a vote in meetings, unless the vote is tied, in which case they have the casting vote.
- 3.5.4.8. Shall work closely with the LUSU Vice President (Union Development) and the Democracy Co-ordinator to develop and promote college and LUSU elections.
- 3.5.5.1. Shall be responsible for overseeing and administering the control and conduct of the financial business of the JCR.
- 3.5.5.2. Shall maintain an up to date account of all JCR financial transactions.
- 3.5.5.3. Shall check and scrutinize the monthly accounts prepared by the LUSU finance office.
- 3.5.5.4. Shall give financial advice to all officers on the expenditure of budget and shall prohibit certain transactions if they are not financially viable.
- 3.5.5.5. Shall work closely with the President, Vice-president (Socials and Events) and Vice-President (Welfare and Campaigns) the organisation of the Furness College Welcome Week by helping produce and maintain the Welcome Week budget.
- 3.5.5.6. Shall work closely with the Vice President (Socials & Events) in the organisation of the Furness College Summer Extravaganza by helping to produce and maintain the Summer Extravaganza Budget.
- 3.5.5.7. Shall work alongside the President and Socials and Events Officers to organise and budget for the annual Winter Ball.
- 3.5.5.8. Shall create, alongside the President, the annual JCR Exec budget which is to be passed, by a simple majority, at the next JCR Exec meeting.
- 3.5.5.9. Shall be responsible for collecting and banking the JCR share of the college pool table revenue with the college manager.
- 3.5.5.10. This position shall be held by only one person at a given time.

3.5.6. The Media and Communications Officer (Two Positions)

- 3.5.6.1. Shall be responsible for the public image of the JCR, both its online presence and published media.
- 3.5.6.2. Shall update and inform the JCR of events and campaigns within the college and LUSU.
- 3.5.6.3. Shall collaborate with the President on activities concerning publicity as well as reporting progress to the JCR Exec.

- 3.5.6.4. Shall be responsible for maintaining in good working order the college media and communications equipment.
- 3.5.6.5. Shall ensure that the College website and noticeboard are updated when necessary.
- 3.5.6.6. Create, edit and publish the JCR weekly college e-newsletter 'Trev Times' to all members of the JCR.
- 3.5.6.7. Collaborate with the Social and Events Officers before the beginning of each term in regard to the social calendar.
- 3.5.6.8. Shall work closely with the Finance and Democracy Officer to publicize and promote college and LUSU elections.
- 3.5.6.9. Shall support the organization of the college Welcome Week, Summer Extravaganza and Winter Ball by communicating and publicizing these events.
- 3.5.6.10. Liaise with LUSU Vice President (Campaigns and Communications), relevant PTO's and LUSU media outlets to publicize cross campus events to the Furness JCR.
- 3.5.6.11. The two officers elected can either work together or delegate tasks between themselves, when conflict occurs, the President will delegate for them.
- 3.5.6.12. Shall take minutes at the weekly JCR exec meetings.

3.5.7. The Social and Events Officer (Two positions)

- 3.5.7.1. Shall be responsible for developing the interests of the JCR in social activities.
- 3.5.7.2. Shall ensure the organisation, coordination and promotion of the weekly 'Pub Quiz', the 'Winter Ball', and the bi-annual 'Fifteen Hour Bar Crawl'.
- 3.5.7.3. Shall collaborate with the Vice President (Socials and Events) on activities concerning social and events as well as reporting progress to the JCR Exec.
- 3.5.7.4. Shall support the President in the organization of the Furness College Welcome Week.
- 3.5.7.5. Shall support the Vice President (Socials and Events) in the organisation of the Furness College Summer Extravaganza and Winter Ball.
- 3.5.7.6. Shall draft a Social calendar for each term, which is to be publicized adequately to the JCR.
- 3.5.7.7. Shall liaise with LUSU Vice President (Union Development), LUSU Vice President (Campaigns and Communication), relevant PTO's and other colleges to develop combined social events.
- 3.5.7.8. Shall sit on the LUSU Social and Events Group to develop cross campus socials.
- 3.5.7.9. Two officers are elected.

3.5.8. The Welfare and Campaigns Officer

- 3.5.8.1. Responsible for promoting the welfare of all JCR members including, but not limited to, LGBTQ*, Disability, International and other liberation groups and Green Issues.
- 3.5.8.2. Lead campaigns for the rights of all students within the college and to ensure that they are treated equally and fairly.
- 3.5.8.3. Attend and report the meetings of Welfare Committee.
- 3.5.8.4. Coordinate and deliver at least one campaign a term regarding inequality, discrimination, awareness or anything equivalently related to welfare.
- 3.5.8.5. Collaborate with the Vice President (Welfare and Campaigns) on matters concerning welfare as well reporting progress to the JCR Exec.

- 3.5.8.6. Liaise with the LUSU Vice President (Welfare and Community) and relevant PTO's to deliver Welfare related messages and campaigns to the Furness JCR.
- 3.5.8.7. Shall work closely with the President and Vice President (Welfare and Campaigns) in the recruitment and management of Furness College Fresher Reps.
- 3.5.8.8. This position shall be held by only one person at a given time.

3.5.9. The Education and Welfare Officer

- 3.5.9.1. Shall be the Furness JCR's primary representative on matters relating to education and student opportunities.
- 3.5.9.2. Shall be responsible for assisting in all problems concerning education including matters of grants and accommodation, both on campus and off campus.
- 3.5.9.3. Work closely with various groups in LUSU and the university to promote opportunities, such as volunteering, employability and skills development.
- 3.5.9.4. Collaborate with the Vice President (Welfare and Campaigns) on matters concerning academia and reporting progress to the JCR Exec.
- 3.5.9.5. Liaise with the LUSU Vice President (Education), relevant PTO's and the Vice President (Welfare & Campaigns) to deliver relevant education and student opportunity campaigns to the Furness JCR.
- 3.5.9.6. Coordinate and deliver at least one campaign a term regarding opportunities with employability, training, or anything equivalently related to education or personal development.
- 3.5.9.7. Shall work closely with the President and College Manager in the organisation and running of the 'Enterprise Week' and 'Mind your own Business' project.
- 3.5.9.8. Represent the JCR and actively engage in Academic Council.
- 3.5.9.9. This position shall be held by only one person at a given time.

3.5.10. International and Welfare Officer

- 3.5.10.1 Responsible for informing international students of the opportunities within the college along with the Welfare and Education Officer and for the participation of international students in the JCR.
- 3.5.10.2 Shall develop and sustain new and innovative ways of engaging with international students.
- 3.5.10.3. Shall be responsible for running at least one campaign concerning issues relating to international students with the support of the Vice President (Welfare & Campaigns).
- 3.5.10.4. Shall work closely, but not exclusively, with the college Welfare and Campaigns Officers to ensure the wellbeing of international students.
- 3.5.10.5. Shall work closely, but not exclusively, with the Social and Events Officers to ensure events are catered and suitable for international students.
- 3.5.10.6. Assist the Finance and Democracy Officer in encouraging international students to participate in democratic functions.
- 3.5.10.7. Shall sit on Welfare Committee.
- 3.5.10.8. Collaborate with the Vice President (Socials and Events) and Vice President (Welfare and Campaigns) on matters concerning international students as well as reporting progress to the JCR Exec.
- 3.5.10.9. Shall liaise with the LUSU Vice President (Campaigns and Communication), LUSU Vice President (Welfare & Community) and relevant PTO's to raise matters concerning international students.

3.5.10.10. Shall hold a drop-in session lasting at least one hour each week during university term time, open to any JCR member.

3.5.10.11. This position shall be held by only one person at a given time.

3.5.11. The Sports Officer (Two Positions)

3.5.11.1 Shall be responsible for ensuring that sport is accessible and appeals to as many members of the JCR as possible at all levels.

3.5.11.2 Shall facilitate the development of new sports within the college.

3.5.11.3 Coordinate inter-college teams and liaise with the Sports Association and team captains.

3.5.11.4 Ensure the organization, coordination and promotion of 'The Patriots' Cup' in alliance with the relevant Cartmel College JCR Exec.

3.5.11.5 Encourage the participation of the JCR in Carter Shield events and attend all such events.

3.5.11.6 Convene meetings when necessary with all college team captains in the George Wyatt, Netball and Football leagues.

3.5.11.7 Along with the sporting team captains organise the annual Nick Lewis Cup and Richard Slatter Tournament.

3.5.11.8 Liaise with LUSU Vice President (Activities), relevant PTO's and collegial sport teams to develop inter-collegial sporting events.

3.5.11.9 Manage the Furness Sport Facebook page is kept up-to-date with regular content, fixtures, scores and action photos of college sporting activities, in collaboration with the Media and Communications Officers.

3.6. TERMINATION OF OFFICE

3.6.1. The President is responsible for the discipline and conduct of the JCR Executive. Therefore, reserves the right to suspend any Furness JCR Executive Officer for misconduct or dereliction of their duties.

3.6.2. Gross misconduct or failure of members of the Exec to carry out responsibilities conferred on them, as outlined in Section 4 & 5, shall without reasonable excuse, act as sufficient grounds for suspension of the office concerned.

3.6.3. Exec Officers may be suspended by a simple majority at an Exec JCR Meeting for not adhering to their responsibilities and jobs description as stated in the By-Law.

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

3.6.5. The decision to suspend an officer must then be ratified by a simple majority at the next Furness JCR General or Emergency General Meeting.

3.6.6. A member of the Exec who has their suspension ratified by a Furness JCR General or emergency General Meeting shall be removed from office.

3.6.7. Refer to Section 17 of the LUSU constitution for further instruction.

3.6.8. Complaints about the operations of Exec Officer should be made in writing to the President (or if it is about the President, to the LUSU President).

3.6.9. Any member of the Exec may resign in writing to the President in person.

3.6.10. The resignation of the President must be submitted as an open address, in writing, to the Exec and LUSU President in person.

3.6.11. Complaints should be dealt with under LUSU Complaints Procedure as outlined in Section 16 of the LUSU Constitution.

4. MEETINGS AND ELECTIONS

4.1. ROLE:

- 4.1.1. Furness JCR Exec Meetings are meetings where the Exec discuss and make policy on matters relating to the JCR and LUSU.
- 4.1.2. General Meetings shall be the sovereign body of the JCR and may instruct the Exec to follow a mandatory course of action over a particular issue.
- 4.1.3. Each Furness Exec Officer must attend JCR Meetings, or send reasonable apologies, as deemed by the Finance and Democracy Officer, or otherwise face suspension as outlined in 3.4 of this Bye Law.
- 4.1.4. Each Exec Officer shall attend all LUSU meetings relevant to their positions as stated in this bylaw or the President.

4.2. EXEC MEETINGS:

- 4.2.1. The Finance and Democracy Officer shall chair the meeting or by the President in their absence.
- 4.2.2. A Media and Communications Officer shall minute the meeting.
- 4.2.3. Business and voting will be conducted in a manner set out in LUSU Constitution & Bye Laws for Exec Meetings.
- 4.2.4. Quorum of an Exec Meeting shall be 50% of the number of positions on Exec.
- 4.2.5. Shall take place on a weekly basis.
- 4.2.6. Date, time and venue shall be determined by the Finance and Democracy Officer.
- 4.2.7. Each Furness Exec Officer is expected to give a full report of their relevant LUSU meetings and officer activities as outlined in their job description.

4.3. FURNESS JCR GENERAL MEETING:

- 4.3.1. May be called by the president, a majority vote in a quorate JCR exec meeting, or by 15 members of the JCR in writing to the chairperson.
- 4.3.2. The Finance and Democracy Officer shall chair the meeting.
- 4.3.3. A Media and Communications Officer shall minute the meeting.
- 4.3.4. Notice shall be at least seven days specifying date, time and venue and must be given visibly.
- 4.3.5. Publicity is the responsibility of the Finance and Democracy Officer and the Media and Communications Officers.
- 4.3.6. Must be called in the case of amendments to the JCR By-Law, suspension of an officer, a proposed vote of no confidence in any officer of the Exec or to grant honorary membership.
- 4.3.7. Business must be given with the notice for the General Meeting and an agenda must be publicized no later than 24 hours before the start of the meeting.
- 4.3.8. Business or motions should be submitted in writing to the Finance and Democracy Officer at least 48 hours prior to the meeting.
- 4.3.9. Business and voting will be conducted in a manner set out in LUSU Constitution for General Meetings.
- 4.3.10. Quorum of a General Meeting shall be 30 JCR Members.
- 4.3.11. The Finance and Democracy Officer does not hold a vote in meetings, unless the vote is tied, in which case they have the casting vote.

4.4. EMERGENCY GENERAL MEETINGS:

- 4.4.1. May be called by the President, or by 50% of the Exec in writing to the President, or by 30 signatories of JCR members to the President.
- 4.4.2. The Finance and Democracy Officer shall chair the meeting.
- 4.4.3. A Media and Communications Officer shall minute the meeting.
- 4.4.4. At least 24 hours notice specifying date, time and venue of an Emergency General Meeting must be given visibly.
- 4.4.5. Publicity is the responsibility of the Finance and Democracy Officer and the Media and Communications Officers.
- 4.4.6. Business and voting will be conducted in a manner set out in LUSU Constitution & Bye Laws for Emergency General Meetings.
- 4.4.7. Quorum of an Emergency General Meeting shall be 30 JCR members.

4.5. ELECTIONS:

- 4.5.1. The running of all elections shall be the responsibility of the Exec with the Finance and Democracy Officer acting as the Acting Returning Officer for the college.
- 4.5.2. In circumstances where the Finance and Democracy Officer cannot act as the Chief Returning Officer for JCR, the JCR Exec shall abide by LUSU elections bye-law in the appointment of a new ARO, namely the President.
- 4.5.3. Elections procedures for all elections shall observe and adhere to the LUSU Elections regulations as set out in Section 13 of the LUSU Constitution.
- 4.5.4. Exec positions will be elected in the Michaelmas Term each year for one year, except in the instance of a Bye-Election or Co-option.

4.6. CO-OPTIONS AND BY-ELECTIONS:

- 4.6.1. Members of the JCR may be co-opted to fill any positions in the Exec.
- 4.6.2. The vacant position must be advertised at the previous Furness JCR Exec meeting and published on relevant social media sites.
- 4.6.3. Shall be done by a simple majority at a Furness JCR Exec meeting.
- 4.6.4. Shall be confirmed at the Exec meeting and publicized, as seen fit by the Finance and Democracy Officer and the Media and Communications Officers, to the JCR.
- 4.6.5. The co-opted position must be forwarded for election immediately.
- 4.6.6. By-elections must be convened at the soonest time possible.
- 4.6.7. The position of co-option is immediately terminated once the results of the By-election are announced.
- 4.6.8. If the co-opted officer is running in the Bye-Election they are forbidden to use their office to intervene in the running of the election.

4.7. FURNESS JCR EXECUTIVE HUSTINGS:

- 4.7.1. Shall be chaired and convened by the Finance and Democracy Officer, and deputy chaired by the President.
- 4.7.2. All JCR Executive Officers must attend hustings or send reasonable apologies as deemed by the Finance and Democracy Officer.
- 4.7.3. The Media & Communications Officer shall work closely with the Finance and Democracy Officer and President to promote, organize and run the Furness JCR Executive Hustings.

5. 5.1. DETAILS:

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

5.1.2. A budget of estimates for the coming year's expenditure shall, by the end of the summer term, be drawn up by the Finance and Democracy Officer and President and presented in writing to a Furness JCR Exec Meeting for approval.

5.1.3. The following shall ordinarily be signatories of the Exec account with LUSU:

5.1.3.1. The President.

5.1.3.2. The Finance and Democracy Officer.

5.1.3.3. The Vice President (Socials and Events).

5.1.3.4. The Vice President (Welfare and Campaigns).