

# **BOWLAND COLLEGE - JCR EXECUTIVE BY LAW**

## **1. STATUS**

1.1. Bowland College JCR Executive is a standing committee of Lancaster University Students' Union as outlined in Section 8.3 of LUSU Constitution. Its purposes are defined in Section 10 of that document.

## **2. DEFINITIONS**

2.1 This document will refer to the Bowland College Junior Common Room Executive as the 'JCR Exec'.

2.2 This document will refer to members of the Junior Common Room as 'the JCR'.

2.3 This document will refer to Bowland College at Lancaster University as 'the College'.

2.4 This document will refer to Lancaster University Students Union as 'LUSU'.

2.5 This document will refer to Bowland College Junior Common Room General Meetings as 'General Meetings'.

## **3. BOWLAND COLLEGE JCR**

3.1 All undergraduate students registered as members of the College shall automatically be members of the JCR, unless they have opted out of LUSU. Members of the JCR hold the following rights:

3.1.1 to be represented by the JCR Exec;

3.1.2 to vote and stand in JCR elections;

3.1.3 to speak and vote at General Meetings and Emergency General Meetings and to propose motions at both.

3.2 Any member of the JCR has the right to opt out of the JCR. Any member who does so shall forfeit their rights as mentioned in Section 3.1.

## **4. THE BOWLAND JCR EXEC**

4.1 The JCR Exec are an elected group of representatives who are in office for an entire year, except for bye-elections and co-options. The JCR Exec shall be elected in December and shall hold office starting on the 1<sup>st</sup> of January for the full calendar year. If a position is not filled, it is to be filled via co-option until the next bye-election takes place in week 8 of that term.

4.2 A co-option occurs whenever a position in the JCR Exec remains unfilled and can be passed by a simple majority vote of the existing JCR Exec until the next election or bye-election occurs.

4.3 The positions of the JCR Exec are listed alongside their responsibilities in Sections 5.2.1-5.2.11. In addition to the responsibilities outlined, the JCR Exec are also responsible for:

4.3.1 Undertaking their duties in a conscientious manner and representing the JCR;

4.3.2 Attending or submitting apologies to all JCR, JCR Exec, College, University and LUSU meetings to which they have been appointed to attend;

4.3.3 Completing a written handover document at the end of their term of office, to be given to their succeeding representative;

4.3.4 Supporting and attending events, campaigns and activities of the JCR Exec and the College.

## **5. JCR EXECUTIVE RESPONSIBILITIES**

5.1 The following responsibilities of the positions of the JCR Exec are to be reviewed each year in line with the bye law review.

5.2 The recognised positions of the JCR Exec and their responsibilities are as follows:

### **5.2.1. President:**

5.2.1.1 The primary coordinator of the JCR Exec. Responsible for the following:

5.2.1.2 Constant liaising with senior college officers, LUSU staff and officers and JCR Exec Representatives;

5.2.1.3 Ensuring that all events are being organised and publicised accordingly;

5.2.1.4 Attending relevant committees and meetings delegated or elected to including, but not limited to, LUSU Council, Presidents Committee, College Management and Syndicate Meetings;

5.2.1.5 Providing a termly 'Information and Questions' report to LUSU Council and President's Report at any College Management and Syndicate Meetings, to encompass all areas where the JCR Exec have been active;

5.2.1.6 The organisation of the College's Welcome Week.

### **5.2.2. Vice-President**

5.2.2.1 Should deputise for the President where necessary or so authorised by the President. Also responsible for the following;

5.2.2.2 Attending relevant committees and meetings delegated or elected to including, but not limited to, LUSU Council, College Management and Syndicate Meetings;

5.2.2.3 The organisation of the College's Summer Extravaganza.

### **5.2.3 Democracy and Finance Representative**

5.2.3.1 Responsible for the democratic functions within the College including; the organisation and chairing of JCR Exec meetings, the organisation and facilitation of any JCR Exec elections and assisting with LUSU's democratic processes.

5.2.1.2 Responsible for the finances of the JCR Exec;

5.2.1.3 Attending the relevant committees and meetings delegated and elected

5.2.4. **Welfare Representative** (two positions: one self-defining woman or nonbinary person, one self-defining man or non-binary person)

5.2.4.1 A member of the Welfare and Campaigns Team, responsible for deputising for other members of the team were necessary. Also responsible for the following:

5.2.4.2 The organisation of any events and campaigns that relate to the wellbeing of the JCR;

5.2.4.3 The organisation of events and campaigns aimed at tackling academic issues faced by the JCR;

5.2.4.4 The organisation of events and campaigns aimed at promoting 'green' issues;

5.2.4.5 Supporting or facilitating events and campaigns organised by LUSU, the University or the JCR that aim to achieve the same objectives;

5.2.4.6 Alongside the Communications & Publicity Team, the promotion of events and campaigns within the College;

5.2.4.7 Holding and advertising a weekly 'drop-in' office hour in the JCR Exec Office;

5.2.4.8 Attending the relevant committees and meetings delegated and elected to;

5.2.4.9 As part of the Welfare and Campaigns Team, the process in which Freshers' Representatives are decided, allocated and trained.

5.2.5. **Equality Representative**

5.2.5.1 A member of the Welfare and Campaigns Team, responsible for deputising for other members of the team were necessary. Also responsible for the following:

5.2.5.2 Ensuring the fair and equal treatment of all those in the JCR;

5.2.5.3 The organisation of any events and campaigns that aim to challenge prejudice and tackle discrimination;

5.2.5.4 Supporting or facilitating any events and campaigns organised by LUSU, the University or the JCR that aim to achieve the same objectives;

5.2.5.5 Alongside the Communications & Publicity Team, the promotion of these events and campaigns within the College;

5.2.5.6 Shall work closely, but not exclusively, with the Events Representatives to ensure events are inclusive

5.2.5.7 Holding and advertising a weekly 'drop-in' office hour in the JCR Exec Office;

5.2.5.8 Attending the relevant meetings and committees elected or delegated to;

5.2.5.9 As part of the Welfare and Campaigns Team, the process in which Freshers' Representatives are decided, allocated and trained.

5.2.5.10 Shall work with the Communications & Publicity Team to develop and sustain new and innovative ways of engaging with international students;

5.2.5.11 Shall work closely, but not exclusively, with the Events Representatives to ensure events are inclusive of international students;

5.2.5.12 Shall assist the Democracy and Finance Representative in encouraging international students to participate in democratic functions within the College and LUSU;

#### 5.2.7. **Socials and Events Representative** (three positions)

5.2.7.1 Responsible for the following:

5.2.7.2 The organisation of inclusive and accessible socials and events within the College, including the College's annual Christmas Ball and a 'Big Red Bar Crawl' in either Michaelmas or Lent term.

5.2.7.3 Aiding the Vice-President with Extrav and President with Welcome Week if required;

5.2.7.4 Alongside the Communications & Publicity Team, the promotions of these socials and events within the College;

5.2.7.5 Attending the relevant meetings and committees elected or delegated to.

#### 5.2.8. **Publicity Representative**

5.2.8.1 A member of the Communications & Publicity Team, responsible for deputising for other members of the team where necessary. Also responsible for the following:

5.2.8.2 The production of all posters requested for any JCR Exec-organised or aided events and campaigns;

5.2.8.3 Leading the putting up of these posters, aided by the organisers of the event or campaign;

5.2.8.4 The production of two events and campaigns calendars per term, to each encompass five weeks of the term;

5.2.8.5 Alongside the communications representative, the photographing of events and campaigns within the College and subsequent publishing of these photographs;

5.2.8.6 Attending the relevant meetings and committees elected or delegated to.

5.2.8.7 The production of The Bowland Lady Magazine, with a minimum expected output of one magazine per Term

#### 5.2.9. **Communications Representative**

5.2.9.1 A member of the Communications & Publicity Team, responsible for deputising for other members of the team where necessary. Also responsible for the following:

5.2.9.2 The upkeep of the College website, which includes updating of contact details for the JCR Exec and Senior Officers of the College where necessary, the uploading of magazine publications and updating of events sections of the website;

5.2.9.3 Submitting regular updates to the College's social media accounts;

5.2.9.4 Alongside the Publicity representative, the photographing of events and campaigns within the College and subsequent publishing of these photographs;

5.2.9.5 Minute-taking at JCR Exec Meetings, JCR General Meetings and JCR Emergency General Meetings. These minutes are to be passed by a majority at the next available opportunity (typically the next JCR Exec meeting) and then published on the College website;

5.2.9.6 Attending the relevant meetings and committees elected or delegated to.

5.2.10. **Sports Representative** (two positions: one self-defining woman or nonbinary person, one self-defining man or non-binary person)

5.2.11.1 Responsible for the following:

5.2.11.2 Liaising with the captains of the college sports teams;

5.2.11.3 Maintaining and promoting the 'Bowland College Sport' Facebook Group;

5.2.11.4 Working with the Welfare and Campaigns Team to ensure sport is Inclusive;

5.2.11.5 The organisation and promotion of sporting activities and events within the College, including but not limited to the Carter Shield, George Wyatt Trophy and inter-college sporting leagues;

5.2.11.6 The organisation and promotion of the annual Founders' Series, alongside the Lonsdale College JCR Exec;

5.2.11.7 Attending the relevant meetings and committees elected or delegated to.

## **6. MEETINGS DEFINITIONS**

6.1. JCR Exec Meetings are meetings where the JCR Exec discuss and make policy on matters relating to the JCR. JCR Exec Meetings are to be held on a weekly basis; meetings can also be called by the President, Vice-President, or at the request of three JCR Exec Representatives. Quorum of JCR Exec Meetings shall be 50% of the filled positions on the JCR Exec.

6.2. General Meetings shall be the sovereign body of the JCR and may instruct the JCR Exec to follow a mandatory course of action over a particular issue. General Meetings shall be held once a year. The date, time and venue of the General Meeting should be published at least seven days in advance of the Meeting. Business or motions for General Meeting should be submitted to the Chair (Vice-President) at least two days in advance of the Meeting, and the agenda is to be published at least 24 hours in advance of the Meeting. Quorum of a General Meeting shall be 30 members of the JCR, not including the JCR Exec.

6.3. Emergency General Meetings may be called by the President, 50% of the filled positions on the JCR Exec, or 30 members of the JCR. There is to be at least 24 hours' notice of the date, time and venue of the Meeting. Quorum of an Emergency General Meeting shall be 30 members of the JCR, not including the JCR Exec.

## **7. COMPLAINTS AND DISCIPLINARY PROCEDURES**

7.1. Complaints about members of the JCR Exec should be made in writing to the President (or if it is about the President, to the Vice-President). Complaints should be dealt with under the LUSU Complaints Procedure as outlined in Section 16 of the LUSU Constitution.

7.2. 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 any meetings, without reasonable excuse, is sufficient grounds for suspension of the representative concerned. Suspension shall mean that an officer is prohibited from carrying out their duties and responsibilities as set out in this bye law. Suspension is to be handled by the President (or in the instance of the President, the Vice-President). A JCR Exec Representative who has their suspension ratified by a majority at the next quorate meeting as defined in Sections 6.1-6.3 shall be removed from their position.

## **8. TERMINATION OF OFFICE**

8.1. JCR Exec Representatives may resign by giving notice to the President. The President may resign by giving notice to the Vice-President and LUSU President.

8.2. JCR Exec Representatives may be removed from office through the passing of a motion of no confidence at a JCR Exec Meeting. Representatives may also be removed from office through the disciplinary procedure outlined in Section 7.2.

## **9. JCR EXEC FINANCES**

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

9.2. An annual budget for the upcoming year shall be created by the President and presented at a JCR Exec meeting for approval before the end of Summer Term. Budgets for the Summer Extravaganza, Welcome Week and Christmas Ball are to be created by the President, Vice-President, and Democracy and Finance Representative to be presented at a JCR Exec meeting for approval, before spending for any of these events can commence.

9.3. As per LUSU financial regulations, there shall be four signatories of the JCR Exec account. These shall be the following:

9.3.1 President;

9.3.2 Vice-President;

9.3.3 Democracy and Finance Representative

9.3.4 One Socials and Events Representative.

## **10. BYE LAW**

10.1. This bye law may be changed by a majority decision at the next quorate meeting as defined in Sections 6.1-6.3. It must then be passed by a quorate LUSU Council.

10.2. Any conflicts of this bye law are to be discussed at a quorate JCR Exec meeting and passed by a majority decision. Any appeal against these decisions will be made to the LUSU Vice-President (Union Development).

10.3. A bye law review should occur annually, beginning at the end of Lent Term and taking as long as needed, to be passed at the beginning of Michaelmas Term as per Section 10.1.