

CARTMEL COLLEGE JCR EXECUTIVE COMMITTEE BYELAW

1. DEFINITIONS

- 1.1. This document follows the definitions given in Section 19 of the LUSU Constitution.
- 1.2. This document shall refer to Cartmel College as 'the College'.
- 1.3. This document shall refer to the Cartmel College Junior Common Room Executive committee as 'the Exec'.
- 1.4. This document shall refer to a Cartmel College Junior Common Room Executive committee meeting as a 'JCR Exec meeting'.
- 1.5. This document shall refer to a Cartmel College General meeting as 'General meetings'.
- 1.6. This document shall refer to Cartmel students as 'members of Cartmel College'.
- 1.7. This document shall refer to the Lancaster University Students Union as 'LUSU'.

2. STATUS

- 2.1. The Exec is a standing committee of the LUSU with permanent delegated powers but subject to the constraints laid out in Section 10 of the LUSU Constitution.
- 2.2. The Exec is the representative body of the members of Cartmel College.

3. COLLEGE MEMBERS

- 3.1. All undergraduate students registered as members of the College shall automatically become members of Cartmel College, unless they have opted out of LUSU membership.
- 3.2. Membership of the College falls into two categories: full and associate, as set out in section 3 of the LUSU Constitution.
- 3.3. A student can opt out of College and LUSU membership but not one or the other.
- 3.4. Any student wishing to do so must be referred to the University for more information.

4. JCR EXECUTIVE POWERS AND AIMS

- 4.1. The Exec aims to promote the interests of the members of Cartmel College in both social and educational spheres. It will also support equality and will not tolerate discrimination of any kind. It will be remembered at all times that the College is a conglomeration of many different types of people, all of whom will be seen as equal. The Exec will always aim to provide a safe and inclusive College culture.
- 4.2. The property of the College will be the responsibility of the Exec.

4.3. The members have the power to make amendments and resolutions as laid out in section 13 of this byelaw.

5. CARTMEL COLLEGE JCR EXECUTIVE COMMITTEE POSITIONS

5.1. The Exec shall consist of the following JCR Officers:

5.1.1. President (one position)

5.1.2. Vice President: Socials and Events (One position)

5.1.3. Vice President: Education and Welfare (One position)

5.1.4. Vice President: Democracy and Finance (One position)

5.1.5. Welfare Officer (Men's +) (One position)

5.1.6. Welfare Officer (Women's +) (One position)

5.1.7. International Welfare Officer (One position)

5.1.8. Sports Officer (Two positions)

5.1.9. Social Secretaries (two positions)

5.1.10. Events Technician (one position)

5.1.11. Communications Officer (two positions)

5.1.12. Magazine Editor (one position)

5.2. President

5.2.1. The President shall organise and coordinate the Exec.

5.2.2. The President is the figurehead of the Exec and must ensure that all decisions made shall benefit the members of Cartmel College and the College as whole.

5.2.3. The President is responsible for the planning and organisation of Freshers' Week. This doesn't include the organisation of volunteers to be Fresher Reps, who shall be organised by the Vice President: Education and Welfare.

5.2.4. The President must attend the relevant LUSU and University meetings to which they are assigned.

5.2.5. The President shall meet once fortnightly with the College Manager to discuss developments within both the Exec and SCR to ensure a clear and coherent relationship between the two College representative bodies.

5.2.6. The President is responsible, along with the Vice Presidents, for the collection and dissemination of information.

5.2.7. The President has the power to delegate tasks and responsibilities to Exec members.

5.3. Vice President: Socials and Events

5.3.1. The Vice President: Socials and Events must support the President and assume the role of President alongside the Vice President: Education and Welfare in the President's absence.

5.3.2. It is the Vice President: Socials and Events' duty to organise and run the College Extrav, held in the summer term of every year.

5.3.3. It is the Vice President: Socials and Events's duty to organise the Winter Ball (alongside the SCR), held in December of every year.

5.3.4. The Vice President: Socials and Events must attend the relevant LUSU and University meetings to which they are assigned.

5.3.5. The Vice President: Socials and Events will lead the Social Secretaries and Events Technician as a social team.

5.4. Vice President: Education and Welfare

5.4.1. The Vice President: Education and Welfare must support the President and assume the role of President alongside the Vice President: Socials and Events in the President's absence.

5.4.2. They will be the primary facilitator of the equality, welfare, and diversity of all College members and shall assist the welfare team should it be required.

5.4.3. The Vice President: Education and Welfare must attend the relevant LUSU and University meetings to which they are assigned.

5.4.4. The Vice President: Education and Welfare will be responsible for the organisation of volunteers as Fresher Reps as outlined in section 14 of this byelaw.

5.4.5. The Vice President: Education & Welfare is the primary officer for promoting education and employability. The Vice President: Education and Welfare shall advertise these services and be contactable for students to make appointments with themselves. They must organize and promote at least one event per term to promote these causes, for Cartmel College or cross campus.

5.4.6. The Vice President: Education & Welfare must actively seek information regarding employability, and promote extracurricular events to the College including (but not exclusively) the Lancaster Award, LUSU Involve, employer events and careers workshops.

5.4.7. The Vice President: Education and Welfare will lead the Welfare Officer (Men's +), Welfare Officer (Women's +) and International Officer as a welfare team.

5.4.8. The Vice President: Education and Welfare should lead the welfare team's organisation and provision of an event designed to relieve exam stress, in the summer term.

5.5. Vice President: Democracy and Finance

5.5.1. The Vice President: Democracy and Finance is required to keep an up-to-date copy of this byelaw and to make it available to any members of Cartmel College who request one.

5.5.2. The Vice President: Democracy and Finance shall ensure that all elections are carried out in accordance with Section 12 of the LUSU Constitution. They should attend Election Sub Committee and ensure all elections are run in line with their decisions.

5.5.3. The Vice President: Democracy and Finance should take accurate minutes of every JCR Exec and General meeting, which should be published on the JCR website within seven days of the meeting. They should also retain a record of all minutes from the current calendar year.

5.5.4. The Vice President: Democracy and Finance shall also control all financial matters of the JCR in accordance with the Financial Regulations (A4) byelaw. Accurate figures must be available to any member of Cartmel College upon request. They shall ensure proper, responsible and agreed spending of funds and catalogue all spending receipts.

5.5.5. The Vice President: Democracy and Finance, in collaboration with the President and Vice President: Socials and Events, creates the Exec, Intro Week and Extrav budgets as outlined in Section 17 of this byelaw.

5.5.6. The Vice President: Democracy and Finance is responsible for apologies as outlined in Sections 11.6, 11.6.1 and 11.6.2. They should retain a record of all accepted and rejected apologies.

5.5.7. The Vice President: Democracy and Finance should process Payment Claims, Purchase Order, Social Request and Sponsorship Request forms correctly and within five working days on the behalf of other Exec members.

5.5.8. The Vice President: Democracy and Finance shall be responsible for calling and chairing both General and JCR Exec meetings and publicising details of these meetings, emphasising the importance of the events within the College. In such meetings the Vice President: Democracy and Finance does not have a vote unless the vote is tied. General and Exec meetings can be called by the Vice President: Democracy and Finance at their discretion in accordance with any other regulations in this byelaw.

5.6. Welfare Officer (Men's +)

5.6.1. The Welfare Officer (Men's +) promotes the equality, welfare and diversity interests across the College.

5.6.2. The Welfare Officer (Men's +) shall work in conjunction with the Vice President: Education and Welfare, Welfare Officer (Women's +) and International Welfare Officer to promote the issues referred to as 5.6.1 effectively.

5.6.3. The Welfare Officer (Men's +) must attend any relevant meetings as prescribed by the Vice President: Education and Welfare.

5.6.4. The Welfare Officer (Men's +) is the primary officer for men's welfare issues. They must advertise their services and be available for appointment with students when required. Conversations at these appointments remain confidential whenever possible.

5.6.5. The Welfare Officer (Men's +) must maintain clear communication with the Exec and, if in collaboration with other colleges, other EWD officers including the CCO/FTO about their campaigns.

5.6.6. The Welfare Officer (Men's +) must run at least one campaign per term. Along with this, the Men's welfare officer in conjunction with the rest of the welfare team; Vice President Education and Welfare, Welfare Officer (Women's +) and International Officer must run another campaign.

5.6.7. The Welfare Officer (Men's +) will also represent all the men's issues within the College at the relevant meetings and events.

5.7. Welfare Officer (Women's +)

5.7.1. The Welfare Officer (Women's +) promotes the equality, welfare and diversity interests across the College.

5.7.2. The Welfare Officer (Women's +) shall work in conjunction with the Vice President: Education and Welfare, Welfare Officer (Men's +) and International Welfare Officer to promote these issues effectively.

5.7.3. The Welfare Officer (Women's +) must attend any relevant meetings as prescribed by the Vice President: Education and Welfare.

5.7.4. The Welfare Officer (Women's +) is the primary officer for women's welfare issues. They must advertise their services and be available for appointment with students when required. Conversations at these appointments remain confidential whenever possible.

5.7.5. The Welfare Officer (Women's +) must maintain clear communication with the Exec and, if in collaboration with other colleges, other EWD officers including the CCO/FTO about their campaigns.

5.7.6. The Welfare Officer (Women's +) must run at least one campaign per term. Along with this, the Women's welfare officer in conjunction with the rest of the welfare team; Vice President

Education and Welfare, Welfare Officer (Men's +) and International Officer must run another campaign.

5.7.7. The Welfare Officer (Women's +) will also represent all the women's issues within the College at the relevant meetings and events.

5.8. International Welfare Officer

5.8.1. The International Officer shall be responsible for promoting the interests of, and caring for, the welfare of international students as well as promoting their diversity and involvement in the College.

5.8.2. The International Officer shall attend all relevant meetings involved with their role.

5.8.3. The International Officer shall work alongside the welfare officers within the College to promote general Welfare issues.

5.8.4. The International Officer is the primary officer for international welfare issues. They must advertise their services and be available for appointment with students when required. Conversations at these appointments remain confidential whenever possible.

5.8.5. The International Officer must maintain clear communication with the Vice President: Education and Welfare about their campaigns.

5.8.6. The International Officer must run at least one International-oriented campaign a term. Along with this, the International Officer in conjunction with the rest of the welfare team; Vice President Education and Welfare, Welfare Officer (Men's +) and Welfare Officer (Women's +) must run another campaign.

5.8.7 The International Officer should engage and interact with International Students to ensure the wellbeing and representation of International Students is being upheld.

5.9.Sports Officers

5.9.1. The Sports Officers promotes the sporting life of the members of Cartmel College.

5.9.2. The Sports Officers must be fully committed to inter-college sports. This involves publicising and organising teams for Carter Shield events whilst also liaising with the captains of Cartmel sports teams.

5.9.3. The Sports Officers and with assistance from the Communications Officers, must publish fixture lists for all college sports at the beginning of each term for viewing by all sports captains.

5.9.4. The Sports Officers must organise and run The Patriots' Cup with the Furness Sports Officers. The Patriots' Cup is to take place every year.

5.9.5. The Sports Officers shall be elected in the Summer Term elections and will hold office for a full year.

5.9.6. The Sports Officers should provide assistance to Sports team organising Socials, Christmas Dinner and Summer Awards, if so required.

5.10. Social Secretaries

5.10.1. The Social Secretaries are responsible for organising social events for the members of Cartmel College.

5.10.2. At least four non-weekly socials must take place each term.

5.10.3. The Social Secretaries are responsible for producing the social calendar and should work cooperatively with the Communications Officers. A provisional social calendar, agreed by the Exec, must be produced and distributed within the agreed time established by the Exec.

5.10.4. It is the duty of the Social Secretaries to inform the Exec of all socials.

5.10.5. The Social Secretaries must adhere to the ruling of the Quiet Period and ensure all socials are inclusive to all members of Cartmel College and are not deemed to be offensive.

5.10.6. The Social Secretaries are responsible for organising every aspect of the social including, but not limited to - decoration, social calendar, transport, sober duty and liaising with campus bar licensees.

5.10.7. One JCR member must remain sober on all off campus socials organised by the Social Secretaries and, if required, off campus socials organised by the Social and Events Group.

5.10.8. Alcohol is not permitted to be purchased with the social budget.

5.10.9. At least one member of the JCR should be PA kit trained alongside Events Technician and assists in future events set up. The PA kit trained JCR members must attend any PA equipment training provided by LUSU.

5.10.10. The Social Secretaries shall also liaise with other colleges to develop combined socials and all must sit on the LUSU Social and Events Group to develop cross campus socials.

5.10.11. Should a quiz be run, the Social Secretaries shall be in charge of the organisation of the event with assistance from other JCR Exec members, including the music round with the assistance of the Events Technician.

5.11. Events Technician

5.11.1. The Events Technician's main responsibility is to assist the Social Secretaries and the Vice President: Socials and Events in the planning and provision of all College events.

5.11.2. The Events Technician is required to be the lead Exec member in at least one in-house social event per term.

5.11.3. The Events Technician is required to maintain, replace (if necessary) and store all of the AV and staging equipment of the College correctly, and be responsible for hiring out any further AV or staging equipment that is required.

5.11.4. The Events Technician must regularly monitor and report faulty, damaged or absent games equipment, PA equipment and fixtures contained within the Junior Common Room to the College Administrator.

5.11.5. The Events Technician is expected to be the lead Exec member on the assembling and disassembling of any equipment and/or staging used during in-house events and co-ordinate the rest of the Exec during this process.

5.11.6. It is the Events Technician's responsibility to be aware of any loaned equipment and to ensure it is returned in the same condition and in an appropriate timescale. Any damage should be recorded, and repairs should be paid for by those responsible.

5.11.7. Should a quiz be hosted, the Events Technician is expected to liaise with the Social Secretaries on the production of a quiz.

5.11.8. The Events Technician should keep a tidy and organised DJ Booth with a full inventory of equipment held.

5.12. Communications Officers

5.12.1. The Communications Officers should work together closely and split duties equally.

5.12.2. The Communications Officers are responsible for informing the members of Cartmel College and SCR of all activities that take place within the College within the agreed time established by the Exec. Prior notice of which will also be established by the Exec.

5.12.3. Promotion of activities should be bold, clear and accessible and may use a variety of promotional methods. Posters should abide to the LUSU Poster Code (A6) byelaw.

5.12.4. A creative brief sheet should be given to the members of Cartmel College JCR/SCR (either as a paper copy, or online) who need an activity advertised, to ensure that all details of the activity are fully received and understood. The creative brief sheet should be returned to the Communications Officers no later than one week prior to the event.

5.12.5. The Communications Officers will form part of the media team alongside the Magazine Editor and will be required to assist in their duties when necessary.

5.12.6. The Communications Officers are responsible for maintaining the LUSU-run Cartmel College website and social media, ensuring that they are updated when necessary.

5.12.7. The Communications Officers must work together with the LUSU media team to ensure good practice and attend relevant meetings including, but not limited to, Communications Board.

5.13. Magazine Editor

5.13.1. The Magazine Editor is responsible for producing one printed edition of the College magazine, 'The Griffin', per term to an acceptable level of professionalism. The Griffin is a magazine representing Cartmel College and is for all students.

5.13.2. The Magazine Editor shall ensure that, every term, the edition of the Griffin is printed and distributed by Monday of week four, or by the discretion of the current JCR.

5.13.3. Before each issue is printed, the Magazine Editor must send a finished copy of The Griffin to the President, Vice President: Socials and Events and Vice President: Education and Welfare, making any changes requested.

5.13.4. All copyright should be respected; the Magazine Editor must guard against offensive, derogatory, libellous and/or discriminative writing in the College magazine. If written complaints are received with reasonable grounds, and an agreement is not reached, that edition of the publication must be removed from circulation.

5.13.5. The Magazine Editor, working alongside VP: Socials and Events and the SCR, is responsible for the 'Griffin Awards' which are to take place at every Cartmel Winter Ball.

5.13.6. The Magazine Editor will form part of a media team alongside the Communications Officers, and will be required to assist them in their duties where necessary.

5.13.7. The Magazine Editor has the power to ask other Exec members to write articles for The Griffin, before a specified deadline with at least 7 days notice.

5.13.8. The Magazine Editor should ensure that each edition of the Griffin should be available in a digital format on the Cartmel College JCR website.

5.13.9. The Magazine Editor must attend relevant meetings.

5.13.10. The Magazine Editor is responsible for collaborating with the SCR on a weekly email newsletter. As a minimum this newsletter should contain the week's social events, college sports fixtures and JCR drop-in sessions.

6. RESPONSIBILITIES OF ALL OFFICERS

6.1. Exec members are expected to act responsibly, professionally and in the interests of the College and the members of Cartmel College.

6.2. This may also mean representing the College and the members of Cartmel College at any appropriate College, LUSU or University meeting. Exec members must be aware that their private

activities also reflect on the Exec and if such behaviour is deemed unacceptable by any individual the Exec member is liable for disciplinary action as set out by Section 10.3.2 of this byelaw.

6.3. They should be aware of the needs of different cultures and lifestyles held by the members of Cartmel College.

6.4. All Exec officers are required to represent the members of Cartmel College on committees as required by the College and the LUSU. Failure to do so will result in disciplinary action as outlined in Section 10.3.2 of this byelaw.

6.5. Exec members shall not be paid for their services.

6.6. Each Exec member shall be assigned a residence block by the President, becoming that blocks representative. The Block Rep will act as a representative and contact point of the Exec for residents of their block.

6.7. The week's events shall be publicised in an appropriate manner (decided on by the Exec) by each Block Rep to their assigned residence block. This must include any information deemed relevant to the members of Cartmel College.

6.8. All members of the Exec are expected to set up, attend and pack down advertised College events as decided on by the President. If they are unable to do so written apologies, outlining the 'reasonable grounds' which justify their absence, should be submitted to the Vice President: Democracy and Finance via email, 24 hours prior to the start of the event. Sections 11.6, 11.6.1 and 11.6.2 of this byelaw outline how the Vice President: Democracy and Finance will respond to apologies.

6.9. Exec members are expected to fulfil their role to a high standard in a dedicated, capable and professional manner.

6.10. Should any member of the Exec be unable to fulfil their duties, an Exec meeting will be held to decide on the most appropriate person to take on the role.

6.11. Exec members should treat contact with the members of Cartmel College with compassion and understanding, respecting confidentiality. They should also treat other Exec members with compassion and understanding.

6.12. The Exec, as a whole, is accountable for all decisions reached, agreed and minuted in JCR Exec and General meetings.

6.13. Exec members must maintain a clear and coherent relationship with the SCR.

6.14. Each Exec member will support and assist all other Exec members in their effort to fulfil their role.

6.15. All Exec members are required to provide a hand-over pack, for the future Exec.

7. ELECTIONS

7.1. Elections shall be carried out in accordance with Section 13 in the LUSU Constitution and the Elections (B1) byelaw. As Returning Officer of the College, the Vice President: Democracy and Finance, shall see that this is achieved. In circumstances when the Vice President: Democracy and Finance cannot act as Returning Officer for the elections, the President shall mandate the most appropriate Exec officer to organise the elections.

7.2. All full members of Cartmel College are entitled to stand and vote in any College election.

7.3. The Vice President: Democracy and Finance shall decide on matters concerning elections that are not otherwise stated in Section 13 of the LUSU Constitution or the Elections (B1) byelaw.

7.4. Should any candidate not adhere to the rules outlined in this byelaw or other LUSU rules or guidelines they may be disqualified. The Vice President: Democracy and Finance must notify the Cross Campus Democracy Officer, the LUSU VP (CC) and the LUSU VP (UD) and discuss an appropriate course of action.

8. CO OPTION

8.1. If there are any vacant positions on the JCR through either resignation or the failure to elect a member of the College to that position, interested members of the College may be co-opted to fill the position.

8.2. The Vice President: Democracy and Finance is responsible for promoting and organising the co-option process. Vacant positions must be advertised for seven days before applications can be considered by the Exec.

8.3. The nature of the application to fill the vacancy is at the discretion of the Vice President: Democracy and Finance

8.4. The successful applicant will be chosen by a simple majority vote of Exec members at the most appropriate Exec meeting.

9. RESIGNATION

9.1. Exec members may resign, but must give written notice to the President. Should the President wish to resign, notice in writing must be given to the Vice Presidents and the LUSU President.

9.2. Exec members who wish to resign must continue until the next JCR Exec meeting. In the event of a resignation, the exec may appoint, through a co-option, a member of Cartmel College to the vacated position until the next available election, in accordance with Section 8 of this byelaw.

9.3. Exec members who fail to attend three consecutive meetings that this byelaw mandates that they attend, without having written apologies accepted by the appropriately body, will automatically resign their position.

10. COMPLAINTS PROCEDURE

10.1. Formal complaints must be made in writing to the President. If the President is not a suitable point of contact, the complaint must be raised with the Vice President: Democracy and Finance.

10.2. The President and Vice President: Democracy and Finance will investigate together all formal complaints and report to the complainant the outcome of their investigation within one week.

10.2.1. If the complaint regards the President and/or the Vice President: Democracy and Finance, the Vice President: Socials and Events and Vice President: Education and Welfare must investigate the complaint instead.

10.3. A motion of no confidence may be brought against any Exec member by any other Exec member in a JCR Exec meeting.

10.3.1. For a motion of no confidence to be passed, it requires 70% of the vote from a quorate General meeting. If passed, the motion is effective immediately and the relevant Exec member will be removed from office.

10.3.2. The President has the power to suspend any Exec member who fails to perform the duties required of them. The President will provide written notification for the officer concerned.

11. CONDUCT OF MEETINGS

11.1. Exec members are required to attend every JCR Exec and General meeting.

11.2. Exec members are required to give a report on their position.

11.3. The Vice President: Democracy and Finance will act as the chair for both JCR Exec and General meetings. If the Vice President: Democracy and Finance is absent, the Vice President: Education and Welfare will act as the chair. The chair does not have a vote unless the vote is tied.

11.4. In meetings, if someone wishes to speak, they shall do so at the discretion of the chair. Anyone not adhering to this process may be removed from a meeting.

11.5. The Vice President: Democracy and Finance should take accurate minutes of every JCR Exec and General meeting, which should be published on the JCR website within seven days of the meeting.

11.6. If an Exec member has 'reasonable grounds' to be absent from a meeting, the written apologies must be submitted to the Vice President: Democracy and Finance.

11.6.1. The Vice President: Democracy and Finance decides what constitutes 'reasonable grounds' and may accept or reject the apologies. Their decision is final, but they must be consistent and fair and consulted with the President.

11.6.2. Written apologies must be submitted 24 hours in advance of the meeting via email or other network. Apologies submitted after this deadline or through another medium will be ignored, unless the Vice President: Democracy and Finance deems the circumstances exceptional.

12. JCR EXECUTIVE MEETINGS

12.1 The Vice President: Democracy and Finance shall call a JCR Exec meeting once a week unless 'exceptional circumstances' arise. The President, Vice President: Socials and Events and Vice President: Democracy and Finance have the power to decide what is defined as 'exceptional circumstances' and to call the meeting.

12.2. Each Exec member has full voting rights in JCR Exec meetings. Each Exec member holds one vote.

12.3. The Vice President: Democracy and Finance shall decide the agenda for JCR Exec meetings.

12.4. Quorum of a JCR Exec meeting shall be eight Exec members.

12.5. As part of the meeting, the Exec must compile a list of events occurring in the week ahead to facilitate Exec members in the promotion of these events.

13. GENERAL MEETINGS

13.1. A General meeting shall be held:

13.1.1. When called by the Vice President: Democracy and Finance;

13.1.2. When 20 or more members of the College demand, in writing, a General Meeting from the Vice President: Democracy and Finance.

13.2. General Meetings shall possess all powers necessary for the efficient administration of the College, such as authorising the Officers of the Exec to make, vary and cancel contracts.

13.3. At least one General meeting should be held per term. It is the duty of the Vice President: Democracy and Finance to see that this is adhered to.

13.4. Public notice of a General meeting must be given at least three days before the meeting is to take place. If the meeting is deemed to be of 'urgent nature' by the Vice President: Democracy and Finance, public notice must be given 24 hours before the meeting is to take place.

13.5. Agenda items for the General meetings must be submitted to the Vice President: Democracy and Finance 48 hours prior to the meeting. The Vice President: Democracy and Finance shall decide the running order.

13.6. Only members of Cartmel College may vote at a General meeting.

13.7. Members of Cartmel College may speak and have the right to vote in a College General meeting. They also have the right to propose motions.

13.8. General meetings cannot take place unless either the Vice President: Democracy and Finance or President are present.

13.9. The quorum of a General meeting shall be 35 members of Cartmel College (including the Exec officers).

14. FRESHER REPRESENTATIVE SCHEME

14.1. The Vice President: Education and Welfare and with the support of the Exec members, shall be responsible for the allocation of Fresher Representatives in the Summer Term. These are members of Cartmel College who will be allocated a number of Freshers in Michaelmas Term and help them settle into their University life.

14.2. The Vice President: Education and Welfare will design the application form that potential Fresher Representatives must complete.

14.3. Once application forms are handed in, interviews of applicants must be conducted. The interview panel will consist of three Exec members. The panel must have one of the following officers on it at all times during the interview process; the President or the Vice President: Socials and Events or the Vice President: Education and Welfare. There must also be at least one member of the welfare team in attendance. The Vice President: Education and Welfare and Welfare Officers will decide the remaining composition of the panel.

14.4. If the Exec decides to operate an International Fresher Representative scheme, the International Officer should be present in the interview panel for all International Fresher Representative applicants.

15. BYELAW

15.1. Amendments to this byelaw must be passed by a General meeting and then LUSU before taking effect. Additionally, all amendments brought forward by an exec member should be discussed at a JCR Exec meeting.

15.2. Any changes passed come into power at the next set of elections unless elections are already open.

15.3. In the event of confusion over this document, the Vice President: Democracy and Finance shall conduct the final interpretation of this document. Thereafter, the decision shall be discussed at the next JCR Exec meeting to discuss and ratify the decision. Any appeal against these decisions will be made to LUSU VP (UD) – their decision is absolute.

15.4. Byelaw reviews should occur at least once per calendar year in order to represent the College and members of Cartmel College to the best of the Exec's ability.

16. FINANCE

16.1. All JCR Exec financial matters shall be dealt with in accordance to the LUSU Constitution and the Financial Regulations (A4) byelaw.

16.2. The Vice President: Democracy and Finance and the President will jointly write the Exec budget, prior to the end of the summer term and shall be approved by the Exec, before being approved by the relevant LUSU body.

16.2.1. The Vice President: Democracy and Finance and the President will jointly write the Intro Week budget, prior to the end of the summer term.

16.2.2. The Vice President: Democracy and Finance and the Vice President: Socials and Events will jointly write the Extrav budget, prior to the start of the summer term.

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

16.3.1. President

16.3.2. Vice President: Socials and Events

16.3.3. Vice President: Democracy and Finance

16.3.4. Social Secretaries

17. NEW EXECUTIVE

17.1. When new Exec members take office, a formal hand-over meeting must be arranged whereby persons in previous positions offer guidance and support to the best of their ability.

17.2. Persons in previous positions should properly prepare any documents that will help the new Exec members undertake their role.