

## **CARTMEL COLLEGE – JCR TERMS OF REFERENCE**

### **1. STATUS**

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

1.2. The Cartmel College JCR Executive is the autonomous representative of Cartmel College students at Lancaster University.

### **2. DEFINITIONS**

2.1. This document refers to the Cartmel College Junior Common Room Executive as the 'JCR Exec'.

2.2. This document refers to JCR Executive Representatives as 'representatives'.

2.3. This document refers to members of the Cartmel College Junior Common Room as 'the JCR'.

2.4. This document refers to Cartmel College at Lancaster University as 'the College'.

2.5. This document refers to Lancaster University Students' Union as 'the Students' Union'.

2.6. This document refers to Cartmel College Junior Common Room General Meetings as 'General Meetings'.

2.7. General Executive Members are defined as members co-opted from the JCR to support the VPs in various initiatives.

2.8. The term 'quorum' refers to the minimum number of members required to be present at a meeting to conduct business, set at 20 for General Meetings and at least 5 for ordinary meetings.

2.9. A 'motion' is a formal proposal put forward for discussion and decision by the JCR, outlining specific actions or changes the JCR is being asked to consider.

### **3. CARTMEL 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 fortnightly Public JCR Meetings, General Meetings, Emergency General Meetings, and to propose and second motions at all.

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

### **4. JCR MEETINGS**

4.1. Meetings shall be held weekly.

4.1.1 Notice of ordinary meetings, including time and location, shall be given at least 24 hours in advance, ensuring notices are public and prominent.

4.1.2. All meetings shall be public, allowing all members of the college to attend.

4.2. Agendas for JCR meetings will be created by the Democracy and Finance Officer and published 24 hours prior to the meeting. Agendas can include, with an example found in Appendix C:

4.2.1. Reports from JCR members, providing updates on initiatives and activities.

4.2.2. Announcements of general importance to keep members informed.

4.2.3. A section for submitted and accepted motions to facilitate discussion and decision-making which is coherent with previous JCR actions.

4.3. JCR Meetings will be chaired by either the President or Democracy and Finance Officer, with someone on the exec taking minutes.

4.3.1. If the chair wishes to delegate their role to another member of the JCR they shall, especially if they are the one proposing the motion.

4.3.2. Any member of the JCR may propose a simple majority vote to the removal of the chair, in which case the role will be delegated to another member of the exec.

4.4. General Meetings will be held as necessary to address important issues and vote on proposed changes to the Terms of Reference. Quorum for these meetings will be 20.

4.4.1. College may call for a general meeting at the earliest convenience if a petition of 35 college members is submitted to the President or Democracy and Finance.

4.4.2. Proposed changes to the Terms of Reference must pass with a 2/3 majority.

4.5. Voting shall be carried by the means agreed upon by the president and the democracy and finance officer.

## **5. MOTIONS**

5.1. A motion is a formal proposal put forward for discussion and decision by the JCR. It outlines a specific action or change that the JCR is being asked to consider.

5.1.1. A motion could be for utilization of any financial decisions or allocations of funds

5.1.2. A motion could be used for any large initiatives or events to allow the JCR to discuss and vote how it spends its time

5.2. Motions may follow the suggested format outlined in Appendix 2

5.3. Motions need to be proposed and seconded by two distinct members of the JCR.

5.4. A simple majority vote is required for motions to pass, with all college members holding voting rights.

5.5. Any relevant motions should be recorded and displayed on the agenda for each meeting, showing its approval status, as seen in Appendix 3

5.6. Any JCR member may propose an amendment to a motion which is agreed upon by the proposer or secondary.

5.6.1. If the amendment is agreed upon by the proposer or secondary, then the amendment will go to a simple majority vote.

## **6. THE CARTMEL JCR EXECUTIVE**

6.1 The JCR Exec consists of:

- President
- Lead Welfare Officer
- Lead Sport Officer
- Lead Socials Officer
- Lead Media and Communications Officer
- Democracy and Finance Officer
- Welfare officer (Three positions)
- Sport officer (Two positions)
- Socials Officer (Two positions)
- Media and Communications Officer (Two positions)
- General Executive Members (flexible number)

## **7. JCR EXECUTIVE RESPONSIBILITIES**

### **7.1 President**

7.1.1. The President shall primarily act as a delegatory role, ensuring the operational and political representation of the JCR within the College and the Union.

- 7.1.2. The President shall facilitate political and operational collaboration between VPs and JCR members, ensuring members voices are heard in decision-making.
- 7.1.3. The President shall lead the organisation of welcome week, in collaboration with the rest of the JCR exec.
- 7.1.4. The President shall ensure the maintenance and longevity of a “long-term handover pack” to help inform current and future execs.
- 7.1.5. The President can organise and chair meetings
- 7.1.6. The President is responsible for the planning and organisation of Freshers’ Week. This includes the organisation of volunteers to be Fresher Reps, however this role will be supported by other members of the JCR.
- 7.1.7. The President is responsible for planning the Winter Ball alongside the Lead Socials and events.
- 7.1.8. The President must attend the relevant LUSU and University meetings to which they are assigned.

## **7.2 Lead Welfare Officer**

- 7.2.1. The Lead Welfare shall take the lead in promoting student well-being through welfare campaigns within the JCR and the College.
- 7.2.2. They shall lead and give guidance to the three welfare officers helping them in developing their own welfare initiatives.
- 7.2.3. They shall actively encourage and support General Executive Members in developing their own welfare initiatives, fostering a culture of collaboration and innovation.
- 7.2.4. They shall facilitate involvement of passionate General Executive Members in welfare campaigns, ensuring they have the resources and guidance needed to contribute effectively.
- 7.2.5. They shall attend any relevant LUSU and University meetings to which they are assigned.

## **7.3 Welfare officers**

- 7.3.1. The welfare officers shall promote the well-being, equality and diversity interests of students across the college.
- 7.3.2. The welfare officers shall work in conjunction with the Lead welfare to promote these issues effectively.
- 7.3.3. The welfare officers shall run one campaign per term each, seeking support from the welfare team and relevant General Executive Members.
- 7.3.4. The welfare officers must attend any relevant meetings as prescribed by the Lead Welfare.

## **7.4 Lead Sports Officer**

- 7.4.1. The Lead Sport shall lead efforts to promote sports initiatives and encourage participation in athletic activities across the College.
- 7.4.2. They shall actively collaborate with General Executive Members to facilitate sports-related events.
- 7.4.3. They shall delegate responsibilities and encourage the Sports officers to take the lead on specific sports initiatives, fostering engagement and ownership within the community.
- 7.4.4. They shall be the bridge between Cartmel College sports teams (at this time Netball, Football and Bar sports) and the College ensuring the teams are supported in their needs.
- 7.4.5. They shall organize and oversee Patriots, in collaboration with the JCR Executive, ensuring a vibrant and inclusive sports culture.
- 7.4.6. They shall report to the President.

## **7.5 Sports Officers**

- 7.5.1. Sports Officers shall promote sporting initiatives and encourage sporting participation within the college.
- 7.5.2. Sports Officers shall ensure accessibility to sports and activity for all students.
- 7.5.3. Sports Officers shall attend any relevant LUSU meetings and report to the Lead Sports

Officer.

7.5.4. Sports Officers shall support existing sports teams with potential issues such as low participation or a lack of support at fixtures.

7.5.5. Sports Officers shall aid in the organisation and execution of Patriots and run one Sporting event per term each, with Patriots meeting the quota for term 2.

#### **7.6 Lead Socials Officer**

7.6.1 The Lead Socials shall organize and Lead on social events ran by the Socials Officers and relevant General Executive Members.

7.6.2 They shall ensure a minimum of one weekly recurring event and four non-weekly events are held in terms 1 and 2.

7.6.3 They shall adhere to the rules of the quiet period with a requirement reduced to two events in Summer term focussed on relieving exam stress and promoting wellbeing of students in coordination with the welfare team.

7.6.4 They shall empower General Executive Members to propose and implement their own social initiatives, ensuring a diverse range of events that cater to different preferences, including both drinking and non-drinking options.

7.6.5 They shall actively involve General Executive Members in the planning and execution of events, providing guidance and support throughout the process.

7.6.5 They shall work in conjunction with the President (drawing on the support of other JCR members if required) to organise the Winter Ball, ensuring it is a memorable and inclusive event for all members.

7.6.6. They shall organise a Patriots Afterparty in conjunction with the Lead Sports Officer and with the relevant exec members in Furness College.

#### **7.7 Socials Officers**

7.7.1. Socials Officers shall run a wide range of events and activities to foster a sense of community.

7.7.2 Socials Officers shall work in conjunction with the Media and Communications Officers to ensure that events are promoted well to help engagement.

7.7.3. Socials Officers shall report to the Lead Socials Officer and support them and the President in the planning and execution of the Winter Ball.

7.7.4. They shall ensure a minimum of one weekly event along with four non-weekly events within terms one and two.

7.7.5. The minimum for events in term three will be reduced to two due to the quiet period the rules of which they will be expected to adhere to.

#### **7.8. Lead Media and Communications Officer**

7.8.1.They shall oversee the creation of media content and manage communication channels to effectively promote JCR activities and initiatives.

7.8.2 They shall collaborate with General Executive Members to develop engaging media content, ensuring their voices and ideas are represented in communications.

7.8.3. They shall facilitate training and support for General Executive Members interested in media creation, encouraging their active participation in promoting JCR activities.

7.8.4. They shall lead the organization of a coherent and effective media communication plan in collaboration with the JCR Executive, ensuring consistent messaging across all platforms.

#### **7.9 Media and communications officers**

7.9.1. They shall support the Lead Media and Communications Officer in the creation of media content.

7.9.2. They shall fully utilise the Social Media channels, notice boards and college spaces to communicate events and JCR activities to College Members.

7.9.3. They shall support other JCR Exec members by promoting their campaigns and events with ample time to aid participating and engagement.

7.9.4. They shall report to the Lead Media and Communications Officer.

### **7.10 Democracy and Finance Officer**

7.10.1 The Democracy and Finance Officer shall be responsible for ensuring transparency and accountability within the JCR's financial dealings.

7.10.2 This Officer shall prepare budgets, track expenditures, and report on financial matters during JCR meetings.

7.10.3 The Officer shall also oversee the election processes and ensure that all democratic procedures are followed, maintaining the integrity of JCR elections.

7.10.4 The Officer can organise and chair meetings.

### **7.11 General Executive Members**

7.3.5. General Executive Members shall be co-opted from the JCR to support the Leads in implementing various initiatives, campaigns, and events.

7.7.2 Their roles will be flexible, allowing them to take on specific tasks based on their skills, interests, and the needs of the JCR at any given time.

7.7.3. There is no fixed number of general executive members on a JCR exec

7.7.4. General Executive Members are encouraged to develop and propose their own initiatives. Leads will assist and facilitate these proposals, ensuring they are presented to the JCR for consideration.

7.7.5. They shall attend JCR meetings and provide input on discussions, helping to create a more inclusive environment where all members can contribute ideas and feedback.

7.7.6. General Executive Members will have the authority to represent the JCR in specific contexts, as delegated by the President or relevant Lead.

### **8. GENERAL EXECUTIVE MEMBERS ELECTION PROCESS**

8.1 The selection of General Executive Members shall occur through a co-option process, of around 10 members based on interest and availability.

8.2. The President and Leads will promote the opportunity for General Executive positions across the college, encouraging all members to apply. Interested students can submit a brief statement of motivation outlining their relevant skills and interest in contributing to the JCR.

8.3. Interested candidates will be invited to a meeting where they can ask questions and learn more about the JCR's initiatives. This will help candidates understand how they can contribute and enable the JCR to support the passions and ideas of the General Executive Members.

8.4. The President, Leads, and any current JCR exec members will vote on each member, based on candidate interest and discussions. Selected members will be informed and introduced at a JCR meeting.

8.5. The co-option process will remain open throughout the year for additional members, with regular announcements to encourage engagement. This will also the exec to grow and adapt to changing pressures.

### **9. REMOVAL OF JCR EXECUTIVE MEMBERS**

9.1. A JCR Exec member may be removed through a vote of no confidence from 50 JCR members, leading to suspension and a general meeting to vote on removal. A 2/3 majority is required for removal.

9.2. A JCR Exec member may also be removed at the discretion of the President and the majority the Leads (including the finance and democracy officer) in exceptional circumstances, such as misconduct or a significant inability to fulfil their duties.

9.2.1. However impaired output of work should not be a suitable reason for removal, as it is preferred that the work be reallocated or the General Executive expanded.

9.3. Exec members may resign through written notice to the President or Democracy and Finance.

9.4. Should an Exec position be empty, a co-option process will be carried out as like the general executive election process.

## **10. GENERAL CONSIDERATIONS ABOUT MEMBERSHIP**

10.1. The Cartmel College JCR is committed to inclusivity, actively encouraging participation from all students, including international members and individuals from diverse backgrounds.

10.2. Outreach initiatives will be implemented to engage underrepresented groups about the application process for JCR Exec roles and the activity of the Exec.

10.3. A mentorship program will pair experienced members with newcomers to provide guidance and support.

10.4. An honorary member of the JCR shall be voted in at an ordinary meeting with a 2/3 majority, they shall then hold all rights any JCR member would.

## **11. FORMATION OF COMMITTEES**

11.1. Committees may be formed with open or closed membership to address specific JCR interests.

11.2. Each committee will have a chair delegated by the President or Democracy and Finance Officer, and minutes must be submitted as a report to the next ordinary JCR meeting.

11.3. An exemplar committee is sports committee containing the membership of football, netball, and bar sports captains and Lead sports officer to promote collaboration.

## **12. BAR SPORTS**

12.1. The terms of reference for Cartmel bar sports will be agreed upon by the president, bar sports president, bar sports vice president, captains and vice captains in a 2/3 majority.

12.2. The terms of reference shall intend to give bar sports operational autonomy, while providing support where necessary as per the corresponding students union mandates.

12.3. The terms of reference will be reviewed periodically, with input from bar sports participants to ensure they remain effective and relevant without imposing rigid timelines.

# **Appendix**

## **1. Simplified Bylaw Explanation**

<b>President (delegatory, wider vision, political)</b>				
<b>VP Welfare</b>	<b>VP Sport</b>	<b>VP Socials</b>	<b>VP Media and Coms</b>	<b>Democracy and Finance (chair)</b>
<b>10-15 x General Executive Members (flexible)</b>				

## **2. Motion Template**

1. (Insert title here) i.e. Motion to give all JCR members a life-size statue of York's finest Long Boi

This JCR notes:

i. (This section is where you explain your motion and what the situation is) Long Boi is a cultural icon at the University of York.

ii. Many, if not all, Cartmel students would love their own life-size statue of Long Boi.

iii. The JCR committee would like to have individual statues constructed for each and every member of the JCR.

It therefore *proposes*:

i. (*Explain what you want from the JCR – usually money or an official statement etc*) For all the JCR committee to spend four million pounds to get these statues single-handedly sculpted, from a reputable and sustainable company

Proposed: (*Put your name here*) i.e. a member of the general executive

Seconded: (*Put the name of the seconder here*) i.e. VP socials

### **3. Agendas**

#### **Week 2, 4pm Barker House Farm – Cartmel Ordinary JCR Meeting**

**Last meetings minutes** (link) to be approved.

#### **Reports**

*JCR President – Planning for welcome week*; Planning for welcome week is coming to a close as the final parts are coming into place. Please see: (LINK) for the full report

*VP Socials – Three bands have been booked for welcome week*; Please see: (LINK) for the full report

*VP Sports – Sports committee, discussion of bar sports governance in the JCR*; Please see: (LINK) for the full report

#### **Announcements**

Welcome week with commence on the 28<sup>th</sup> of September till the 6<sup>th</sup> of October

Winter ball will be on x date, with a ticket cost of x price. These tickets will go live on x date, and purchased from this website (LINK)

#### **Motions**

(Proposed) Sustainability approach – general executive member, JCR President, please see motion (LINK)

(Accepted) 250 pounds to be dedicate towards booking bands for welcome week