



CARTMEL COLLEGE JCR TERMS OF REFERENCE

1. DEFINITIONS

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

2. STATUS

- 2.1. The Exec is a standing committee of LUSU with permanent delegated powers but subject to the constraints laid out in Part 5 of the LUSU Articles of Association.
- 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 article 8 of the LUSU Articles of Association.
- 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 exec shall have all powers needed for the effective running of the college and the representation of its members. This includes making, amending or cancelling contracts or making public statements on issues that affect the college and its members.
- 4.4. No member may hold more than one position on the Exec

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 (one position)
- 5.1.3. Democracy & Finance Officer (one position)
- 5.1.4. Education and Welfare Officer (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. Media & Comms Officer (two positions)

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 Welcome Week. This doesn't include the organisation of volunteers to be Welcome Reps, who shall be organised by the Vice President.
- 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 President, for the collection and dissemination of information.
- 5.2.7. The President has the power to delegate tasks and responsibilities to Exec members.

- 5.2.8. Any co-opted Exec member without portfolio may remain in post for up to one calendar month, or until the next JCR Exec election or by-election, whichever is sooner.

5.3. Vice President

- 5.3.1. The Vice President must support the President and assume the role of President alongside in the President's absence.
- 5.3.2. It is the Vice President' duty to organise and run the College Extrav, held in the summer term of every year.
- 5.3.3. It is the Vice President' duty to organise the Winter Ball (alongside the SCR), held in December of every year.
- 5.3.4. It is the Vice President' duty to organise the Patriots after party alongside the Sports Officers.
- 5.3.5. The Vice President must attend the relevant LUSU and University meetings to which they are assigned.
- 5.3.6. The Vice President will lead the Social Secretaries, and Sports Officers as an events team.
- 5.3.7. The Vice President will be responsible for the organisation of volunteers as Welcome Reps as outlined in section 14 of these Terms.

5.4. Education & Welfare Officer

- 5.4.1. 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.
- 5.4.2. Education & Welfare must attend the relevant LUSU and University meetings to which they are assigned.
- 5.4.3. Education & Welfare is responsible for the promotion of education and employability.
- 5.4.4. Education & Welfare must actively seek information regarding employability and promote extracurricular events to the College including (but not exclusively) the Lancaster Award, employer events and careers workshops.
- 5.4.5. Education & Welfare will lead the Welfare Officer (Men's +), Welfare Officer (Women's +) and International Officer as an education and welfare team.



- 5.4.6. Education & Welfare should lead the education and welfare team's organisation and provision of an event designed to relieve exam stress, in the summer term.
- 5.4.7. Education & Welfare officer will coordinate with the relevant LCO's to put on events for minority groups within the college.
- 5.4.8. The Education Officer should keep updated and be well-informed on the academic structure of the university (e.g., understanding who the points of contact are for academic departments, understanding the role of academic advisors, course conveners etc., knowledge of how to apply for ILSPs and extensions etc.).

5.6. Democracy & Finance Officer

- 5.6.1. The Democracy & Finance Officer is required to keep an up-to-date copy of these Terms and to make it available to any members of Cartmel College who request one.
- 5.6.2. The Democracy & Finance Officer shall ensure that all elections are carried out in accordance with the Democracy and Elections Bylaw. They should attend Democracy Committee and ensure all elections are run in line with their decisions.
- 5.6.3. The Democracy & Finance Officer should take accurate minutes of every JCR Exec and General meeting, which should be published within seven days of the meeting. They should also retain a record of all minutes from the current calendar year.
- 5.6.4. The Democracy & Finance Officer shall also control all financial matters of the JCR in accordance with the Financial Regulations (C18) document. 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.
- 5.6.5. The Democracy & Finance Officer, in collaboration with the President and Vice President, creates the Exec, Intro Week and Extrav budgets as outlined in Section 17 of these Terms.
- 5.6.6. The Democracy & Finance Officer 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.
- 5.6.7. The Democracy & Finance Officer 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.
- 5.6.8. The Democracy & Finance Officer 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 Democracy & Finance Officer does not have a vote unless the vote is tied. General and Exec meetings can be called by the Democracy & Finance Officer at their discretion in accordance with any other regulations in these Terms.



5.7. Welfare Officer (Men's +)

- 5.7.1. The Welfare Officer (Men's +) promotes the equality, welfare and diversity interests across the College.
- 5.7.2. The Welfare Officer (Men's +) shall work in conjunction with the Education & Welfare officer, Welfare Officer (Women's +), International Welfare Officer and Education Officer to promote the issues referred to as 5.6.1 effectively.
- 5.7.3. The Welfare Officer (Men's +) must attend any relevant meetings as prescribed by the Education & Welfare officer.
- 5.7.4. 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.
- 5.7.5. The Welfare Officer (Men's +) must maintain clear communication with the Exec and, if in collaboration with other colleges, other EWD officers including the LCO/FTO about their campaigns.
- 5.7.6. 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; Education & Welfare Officer, Welfare Officer (Women's +), International Officer and must run another campaign.
- 5.7.7. The Welfare Officer (Men's +) will also represent all the men's issues within the College at the relevant meetings and events.

5.8. Welfare Officer (Women's +)

- 5.8.1. The Welfare Officer (Women's +) promotes the equality, welfare and diversity interests across the College.
- 5.8.2. The Welfare Officer (Women's +) shall work in conjunction with the Education & Welfare Officer, Welfare Officer (Men's +), International Welfare Officer to promote these issues effectively.
- 5.8.3. The Welfare Officer (Women's +) must attend any relevant meetings as prescribed by the Education & Welfare Officer.
- 5.8.4. 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.
- 5.8.5. The Welfare Officer (Women's +) must maintain clear communication with the Exec and, if in collaboration with other colleges, other EWD officers including the LCO/FTO about their campaigns.
- 5.8.6. 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;



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

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

5.9. International Welfare Officer

5.9.1. 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.

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

- 5.9.3. The International Officer shall work alongside the welfare officers within the College to promote general Welfare issues.
- 5.9.4. 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.
- 5.9.5. The International Officer must maintain clear communication with the Education & Welfare Officer about their campaigns.
- 5.9.6. 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; Education & Welfare Officer, Welfare Officer (Men's +), Welfare Officer (Women's +) must run another campaign.
- 5.9.7. The International Officer should engage and interact with International Students to ensure the wellbeing and representation of International Students is being upheld.

5.11. Sports Officers

- 5.11.1. The Sports Officers promotes the sporting life of the members of Cartmel College.
- 5.11.2. 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.
- 5.11.3. The Sports Officers and with assistance from the Media & Coms Officers, must publish fixture lists for all college sports at the beginning of each term for viewing by all sports captains.
- 5.11.4. The Sports Officers must organise and run The Patriots' Cup with the Furness Sports Officers. The Patriots' Cup is to take place every year at the end of the Lent Term.



- 5.11.5. The Sports Officers should aid Sports teams organising Socials, Christmas Dinner and Summer Awards, if so required.
- 5.11.6. Sports Officers should keep up to date copies of the terms of reference for Cartmel Sports teams to ensure they are able to support the sports teams.

5.12. Social Secretaries

- 5.12.1. The Social Secretaries are responsible for organising social events for the members of Cartmel College.
- 5.12.2. At least four non-weekly socials must take place each term.
- 5.12.3. The Social Secretaries are responsible for producing the social calendar and should work cooperatively with the Media & Coms Officers. A provisional social calendar, agreed by the Exec, must be produced, and distributed within the agreed time established by the Exec.
- 5.12.4. It is the duty of the Social Secretaries to inform the Exec of all socials.
- 5.12.5. 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.
- 5.12.6. 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.
- 5.12.7. The Social Secretaries are required to ensure that enough members of the JCR are on sober duty at events in line with LUSU rules, which are 1 person on sober duty for every 20 members at events in Lancaster city or Lancaster University campus, and 1 for every 10 outside of Lancaster.
- 5.12.8. 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.
- 5.12.9. Should a quiz be run, the Social Secretaries shall oversee the organisation of the event with assistance from other JCR Exec members.
- 5.12.10. The Social Secretaries will serve as a point of contact for students and staff interested in promoting music-based events in the college or are interested in engaging with the music room.
- 5.12.11. The Social Secretaries shall work closely with the Vice President to host workshops, open mics and other music-based events throughout the academic year.
- 5.12.12. The Social Secretaries shall host at least one music event a term. For example, A band night, an open mic etc.



- 5.12.13. The Social Secretaries 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.
- 5.12.14. The Social Secretaries 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.
- 5.12.15. The Social Secretaries is expected to be the lead Exec member on the assembling and dissembling of any equipment and/or staging used during in-house events and co- ordinate the rest of the Exec during this process.
- 5.12.16. It is the Social Secretaries 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.
- 5.12.17. Should a quiz be hosted, the Social Secretaries is expected to liaise with the Vice President on the production of a quiz.
- 5.12.18. The Social Secretaries should keep a tidy and organised DJ Booth with a full inventory of equipment held.

5.14. Media & Comms Officers

- 5.13.1. The Media & Comms Officers should work together closely and split duties equally.
- 5.13.2. The Media & Comms 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.
- 5.13.3. 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.
- 5.13.3.1. Promotion should be in line with accessibility standards as set out in the Cartmel Accessibility Guidelines which should be created by the Media & Comms Officers and included in any handovers.
- 5.13.4. 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 Media & Comms Officers no later than one week prior to the event.
- 5.13.5. The Media & Comms Officers will form part of the Engagement & Media team alongside the Magazine Editor, which will be led by the Vice President and will be required to assist in their duties when necessary.
- 5.13.6. The Media & Comms Officers are responsible for maintaining the College social media, ensuring that they are updated when necessary.



- 5.13.7. The Media & Comms Officers must work together with the LUSU media team to ensure good practice and attend relevant meetings.
- 5.13.8 The Media & Comms Officers are responsible for the running of The Griffin Magazine and The Griffin Awards at the winter ball and freshers awards.

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 of these Terms.
- 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 of these Terms.
- 6.5. Exec members shall not be paid for their services.
- 6.6. Each Exec member can be assigned a residence block by the President, becoming that blocks representative unless the Vice President has a block representative scheme as part of welcome week. The Block Rep will act as a representative and contact point of the Exec for residents of their block.
- 6.6.1. 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.
- 6.7. All members of the exec are encouraged to attend advertised college events and major sporting events. If a member of the exec who has been assigned a responsibility at the event is unable to attend, written notice must be given to the event lead 24 hours prior to the start of the event, unless in exceptional circumstances as determined by the event lead or Vice President or Democracy and Finance. Failure to do this shall be counted towards missed meetings as defined in section 9.3 of these Terms.
- 6.8. At least one member of the JCR should be PA kit trained alongside a Social Secretary and assists in future events set up. The PA kit trained JCR members must attend any PA equipment training provided by LUSU.
- 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 and are all expected to attend College Council or submit appropriate apologies.
- 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 for all Exec positions in these Terms shall be carried out in accordance with the Democracy Bylaw as part of the Michaelmas elections. As Returning Officer of the College, the Democracy & Finance Officer, shall see that this is achieved. In circumstances when the Democracy & Finance Officer 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 Democracy & Finance Officer shall decide on matters concerning elections that are not otherwise stated in the Democracy Bylaw.
- 7.4. Should any candidate not adhere to the rules outlined in these Terms or other LUSU rules or guidelines they may be disqualified. The Democracy & Finance Officer must notify the Democracy and Governance coordinator 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 Democracy & Finance Officer 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 Democracy & Finance Officer
- 8.4. The successful applicant will be chosen by a simple majority vote of Exec members at the most appropriate Exec meeting.



- 8.5. The co-opted position will be considered open at the next set of elections.

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 these Terms.
- 9.3. Exec members who fail to attend two consecutive meetings or events that these Terms or the exec mandates they attend shall be contacted by the Democracy & Finance Officer to be warned. If they do not attend a third consecutive meeting, after being warned, the President and Vice Presidents shall hold a meeting within a week of the third absence to decide if the role should be considered vacant in the absence of an acceptable reason for the members absence.

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 Democracy & Finance Officer.
- 10.2. The President and Democracy & Finance Officer 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 Democracy & Finance Officer, the Vice President must investigate the complaint instead.
- 10.3. A motion of no confidence may be brought against any Exec member by five other members of the Exec, or by the investigating officers following a formal complaint. This must be done in writing with the members bringing the motion as signatories and submitted to the Democracy & Finance Officer or the President or to the full Exec at a minuted Exec meeting.
- 10.4. A motion of no confidence can also be brought by a petition of 30 members of the college. The petition must have a named primary proposer and seconder as well as 28 additional named signatories who are members of the college. This must be submitted to the President or Democracy & Finance Officer.
- 10.5. Upon a motion of no confidence being properly submitted a General meeting must be held at the earliest reasonable opportunity and the Exec member in question will be suspended until the outcome of the meeting. They shall be given an opportunity to defend themselves at the general meeting.



- 10.5.1. 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.
- 10.6. 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. One of the Vice Presidents must also be a signatory on the written notice.
- 10.6.1.1. The President must present a reasonable explanation for this decision at the next meeting of the Exec and must propose one of the following actions.
- 10.6.1.1.1. A time frame for the length of the members suspension, which must end in the current academic term and which must be voted for by the exec. If the vote does not pass the members suspension will end.
- 10.6.1.1.2. A motion of no confidence which should follow the procedure of sections 10.3 and 10.5 of these Terms.

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 Democracy & Finance Officer will act as the chair for both JCR Exec and General meetings. If the Democracy & Finance Officer is absent, the Vice President 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 Democracy & Finance Officer 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 Democracy & Finance Officer.
- 11.6.1. The Democracy & Finance Officer 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 Democracy & Finance Officer deems the circumstances exceptional.



12. JCR EXECUTIVE MEETINGS

- 12.1. The Democracy & Finance Officer shall call a JCR Exec meeting once a week unless 'exceptional circumstances' arise. The President and Democracy & Finance Officer 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 Democracy & Finance Officer shall decide the agenda for JCR Exec meetings.
- 12.4. Quorum of a JCR Exec meeting shall be eight Exec members, unless there are less than 8 members of exec in which case it will be 50% of elected officers.
- 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 Democracy & Finance Officer;
 - 13.1.2. When 20 or more members of the College demand, in writing, a General Meeting from the Democracy & Finance Officer.
- 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. An Annual General Meeting should be held in Michaelmas term after welcome week for any changes to come into effect before elections. It is the duty of the Democracy & Finance Officer to see that this is adhered to.
- 13.4. Public notice of a General meeting must be given at least one week before the meeting is to take place. If the meeting is deemed to be of 'urgent nature' by the Democracy & Finance Officer, public notice must be given two business days before the meeting is to take place.
- 13.5. Agenda items for the General meetings must be submitted to the Democracy & Finance Officer 48 hours prior to the meeting except in the case of an urgent meeting in which case they must be submitted 24 hours before the meeting. The Democracy & Finance Officer shall decide the running order.
- 13.6. Proxy voting must be opened for any motions on the Agenda 24 hours before the start of the meeting and will close 1 hour before the meeting starts. The amount of proxy votes
 - 13.6.1. The method of implementing proxy voting shall be at the discretion of the Democracy & Finance Officer.



- 13.6.2. In the event of an urgent meeting proxy voting should be open for at least 5 hours before the meeting and should close at the start of the meeting.
- 13.7. Only members of Cartmel College may vote at a General meeting.
- 13.7.1. Votes for all motions should be by secret ballot.
- 13.8. 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.
- 13.8.1. Motions must have a named primary proposer and a named seconder on the motion, which must be submitted in writing to the Democracy & Finance Officer as an agenda item in line with section 13.5 of these Terms.
- 13.8.2. The proposer will have an opportunity to speak in favour of their motion at the general meeting.
- 13.8.3. Members present at the meeting may speak against the motion or ask questions about the motion with the proposer having the opportunity to reply.
- 13.8.4. Amendments to a motion can be made if suggested by the proposer or if voted for at the meeting after being suggested by another member.
- 13.8.4.1. If a motion is changed to an extent that the chair considers it significant, and there are proxy votes for the motion, then all proxy votes shall be removed and proxy voting should be re-opened for 48 hours from the close of the meeting for members to re-cast their votes on the specific motion in question.
- 13.8.5. The length of time for speaking on motions shall be at the discretion of the chair who will call for a vote on the motion after a suitable opportunity for members to speak.
- 13.9. General meetings cannot take place unless either the Democracy & Finance Officer or President are present.
- 13.10. The quorum of a General meeting shall be 35 members of Cartmel College (including the Exec officers).
- 13.10.1. Proxy votes may count towards quorum except in motions of no confidence in which event, quorum must be met in the meeting for any no confidence votes to be held.
- 13.10.2. Quorum will also be reached at a third consecutive general meeting which fails to reach quorum during term time.

14. WELCOME REPRESENTATIVE SCHEME

- 14.1. The Vice President with the support of the Exec members, shall be responsible for the allocation of Welcome Representatives in the Summer Term. These are members of Cartmel College who will be allocated a number of first year students in Michaelmas Term and help them settle into their University life.



- 14.2. The Vice President will design the application form that potential Welcome 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 always have one of the following officers on it during the interview process; the President or the Vice President.
- 14.3.1. If the Exec decides to operate an International Welcome Representative scheme, the International Officer should be present in the interview panel for all International Welcome Representative applicants.

15. SUB-COMMITTEES

- 15.1. General rules of Sub-Committees are as follows:
- 15.1.1. Sub-Committees can be created by the Exec for any purpose including the organisation of events.
- 15.1.2. The powers and responsibilities of these groups will be determined by the creating body.
- 15.1.3. All Sub-Committees must be led by a member of the Exec who will be responsible for the organising of the group and reporting the work of the group to the rest of the Exec at the weekly Exec meetings.
- 15.1.4. Composition of Sub-Committees will be decided by the creating body but should aim to include non-exec members of the college when possible.
- 15.1.5. All Sub-Committees must be advertised to the college membership for at least one week if non-exec members are to be included in the group.
- 15.1.5.1. The advertisement and application process will be decided by the leading exec member.
- 15.3. Recommended Sub-Committees:
- 15.3.1. The Extrav committee:
- 15.3.1.1. This Sub-Committee should be formed at the discretion of the Vice President.
- 15.3.1.2. The Vice President will also have discretion of this groups composition including the involvement of non-exec members.

16. TERMS OF REFERENCE

- 16.1. Amendments to these Terms 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.

The Democracy & Finance Officer (as chair)



The College President or one of the other Vice Presidents

One other member of the Exec

Three non-exec members

- 16.2. Any changes passed come into power at the next set of elections unless elections are already open.
- 16.3. Any changes to section 15 of these Terms must be proposed by a Terms of Reference Review committee.
- 16.4. In the event of confusion over this document, the Democracy & Finance Officer 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.
- 16.5. Terms of reference 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.

17. FINANCE

- 17.1. All JCR Exec financial matters shall be dealt with in accordance to the Articles of Association and the Financial Regulations (C18).
- 17.2. The Democracy & Finance Officer 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.
- 17.2.1. The Democracy & Finance Officer and the President will jointly write the Intro Week budget, prior to the end of the summer term.
- 17.2.2. The Democracy & Finance Officer and the Vice President: Events & Socials will jointly write the Extrav budget, prior to the start of the summer term.
- 17.3. Alcohol is not permitted to be purchased with the social budget.
- 17.4. The following shall ordinarily be signatories of the Exec account with LUSU:
 - 17.4.1. President
 - 17.4.2. Vice President
 - 17.4.3. Democracy & Finance Officer
 - 17.4.4. One other



18. NEW EXECUTIVE

- 18.1. 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.
- 18.2. Persons in previous positions should properly prepare any documents that will help the new Exec members undertake their role.