



The County College JCR Executive Bye-Law

1. Status

- 1.1. The County College JCR Executive is a standing committee of Lancaster University Students' Union. The County College JCR Exec is the autonomous representative of County College students at Lancaster.

2. The Bye-Law

- 2.1. A review of this bye-law shall be conducted once a year by the Vice President Democracy & Finance and shall consider comments and additions from the entire JCR Exec and college members.
- 2.2. This bye-law may be freely changed subject to the change's submission as a motion to a general meeting and a simple majority voting in favour of the motion. This shall become a bye-law of the Union's Memorandum and Articles of Association with the ratification of the Union Executive.
- 2.3. The VP Democracy & Finance has the responsibility of making decisions where there are conflicting interpretations of this bye-law. Thereafter, a meeting of the JCR Exec shall be convened at the earliest opportunity to discuss and ratify the decision. Any appeal against these decisions will be made to the Union's VP Union Development who has responsibility for JCR Execs.

3. JCR Membership

- 3.1. All undergraduate students registered as members of the County College shall automatically be members of the County JCR, unless they have opted out of the Union.
- 3.2. Members of the County JCR have the right to vote and stand in the County JCR Exec elections.
- 3.3. Members of the County JCR have the right to speak and vote at County College general meetings and emergency general meetings and to propose motions at both.
- 3.4. Any member of County JCR has the right to opt out of the Union. Any member who does so shall forfeit their rights as mentioned in 3.2-3.3.
- 3.5. The JCR Exec may grant honorary membership to any person through the submission of a motion to that effect to a general meeting, which must then be passed by a simple majority. Honorary Members have the right to attend JCR events and meetings; but not to vote, propose motions, stand in elections or take part in the democratic processes in any way.

4. The JCR Executive

- 4.1. The JCR Exec shall consist of fourteen JCR members in the following positions:
 - 4.1.1. JCR President
 - 4.1.2. Vice President Democracy & Finance
 - 4.1.3. Vice President Welfare, Equality & Diversity
 - 4.1.4. Vice President Socials, Sports & Events



- 4.1.5. Welfare Officers (two spaces, one Women's+¹ Welfare and one Men's+ Welfare)
 - 4.1.6. International & Faith Officer (postholder must be an overseas student)
 - 4.1.7. Equality & Opportunities Officer (postholder must self-define within at least one of the Union's four liberation forums: BME², LGBTQ+, Women's+ and/or Students with Disabilities)
 - 4.1.8. Socials & Events Officers (two spaces)
 - 4.1.9. Sports Officers (two spaces, one Women's+ Sports and one Men's+ Sports)
 - 4.1.10. Media & Communications Officers (two spaces)
- 4.2. Role profiles for these positions shall be contained in the appendices of this bye-law.

Election

- 4.3. JCR Exec members will be elected, except in the instance of bye-election or co-option, in the Michaelmas Term of each year for one year.
- 4.4. Members of the JCR may be co-opted to fill any open positions in the JCR Exec structure. The post should be advertised as appropriate through all available channels. Co-option candidates should be invited to a hustings with the JCR Exec. The JCR Exec shall vote and votes should be counted by the VP Democracy & Finance using the Single Transferable Vote method. The co-option must be ratified during the next available bye-election.
- 4.5. Members elected by the JCR shall carry out their defined responsibilities unless approval for alternative arrangements has been obtained from a general meeting.

Resignation

- 4.6. Any members of the County JCR Exec may resign but must give notice in writing to the President.
- 4.7. Should the President wish to resign, the written resignation must be submitted to the VP Democracy and Finance and the Union President.
- 4.8. JCR Exec members shall be deemed to have resigned if they fail to attend three meetings in a row without written apologies. The aforementioned meetings include any that this bye-law or their remit requires them to attend.
- 4.9. Where Exec members are leaving the University, through graduation for example, the members may stay in office until the end of their final term.

Standing Mandates

- 4.10. All JCR Exec members shall abide by the equal opportunities policies of the Union and the University;
- 4.11. Shall attend or send apologies to all JCR general meetings, JCR Exec meetings, Union general meetings, election hustings, Carter Shield fixtures (outside of football, netball and bar sports leagues) and Legends tournaments;
- 4.12. Shall attend or send apologies to all University and College meetings to which they have been appointed;
- 4.13. Shall abide by the policies of the JCR Exec;
- 4.14. Shall be responsible for organising the events and activities of the JCR;

¹ The + encompasses any person who is questioning or identifies with other gender identities than man or woman.

² Black and Minority Ethnic



- 4.15. Shall be responsible for the upkeep of the JCR office and be responsible for the care of all JCR property;
- 4.16. Shall be aware that they may be judged to represent the view of the JCR in all matters; and
- 4.17. Shall complete a written handover document at the end of their term of office. One copy shall be given to their successor and one copy shall be given to the VP Democracy & Finance to file for future reference.

Removal from Office

- 4.18. JCR Exec members may be removed from office through the passing of a vote of no-confidence (VNC) at a JCR general meeting.
- 4.19. JCR Exec members may be removed from office through the University's Student Discipline Regulations.

5. Meetings

Exec Meetings

- 5.1. JCR Exec meetings are meetings where the JCR Exec discuss and make policy on matters relating to the college and should ordinarily take place weekly during term time.
 - 5.1.1. Exec meetings shall be chaired by the VP Democracy & Finance.
 - 5.1.2. Minutes of all Exec meetings shall be taken and made accessible to the whole JCR.
 - 5.1.3. Quorum of an Exec meeting shall be two-thirds of the number of positions which stands at nine.
 - 5.1.4. All Exec officers are expected to attend all Exec meetings unless reasonable apologies are submitted to the VP Democracy & Finance at least 24 hours prior to the commencement of the meeting. In the case of emergency meetings, this time restriction does not apply.

General Meetings

- 5.2. General meetings shall be the self-governing body of the JCR and may instruct the JCR Exec to follow a mandatory course of action over a particular issue.
 - 5.2.1. General meetings may be called by the JCR Exec and must be held at least once a year. Any request for a General Meeting should be made in writing to a JCR Exec member who shall take this request to the next scheduled Exec meeting for approval.
 - 5.2.2. General meetings shall be chaired by the VP Democracy & Finance.
 - 5.2.3. Minutes of all general meetings shall be taken and made accessible to the whole JCR.
 - 5.2.4. At least seven days' notice specifying date, time, chairperson and venue of a general meeting must be given visibly.
 - 5.2.5. In case of amendments to the JCR bye-law, suspension of an officer, co-option of a member to an Exec post, or a proposed vote of no confidence in any officer of the Exec, details of business must be given with the notice for the general meeting.
 - 5.2.6. Business or motions should be submitted in writing to the VP Democracy & Finance at least 48 hours prior to the meeting.



- 5.2.7. The agenda for the meeting should be posted visibly at least 24 hours in advance with appropriate provisions for online proxy voting.
- 5.2.8. All motions at a general meeting shall be allocated time for free and fair debate with at least 60 seconds allow in favour and against the motion. The Chair may grant further rounds of speeches at their discretion.
- 5.2.9. Quorum of a general meeting shall be 30 JCR members.

Emergency General Meetings

- 5.2.10. Emergency general meetings may be called by the President, 50% of the Exec in writing to the VP Democracy & Finance, or 30 JCR members in writing to the VP Democracy & Finance.
- 5.2.11. Emergency general meetings shall be chaired by the VP Democracy & Finance.
- 5.2.12. Minutes of all emergency general meetings shall be taken and made accessible to the whole JCR.
- 5.2.13. At least 24 hours' notice specifying date, time, chairperson and venue of an emergency general meeting must be given visibly.
- 5.2.14. Business shall be conducted following the same procedures as a general meeting.
- 5.2.15. Quorum of an emergency general meeting shall be 30 JCR members.

6. Elections

- 6.1. The running of all elections shall be the responsibility of the JCR Exec with the VP Democracy & Finance acting as the Assistant Returning Officer (ARO) for the college. In circumstances where the VP Democracy & Finance cannot act as the ARO, the President shall fulfil the role. Failing this, the JCR Exec will vote on an appropriate substitute.
- 6.2. Elections procedures for all elections shall observe and adhere to the Union's Elections Regulations.

7. Sub-committees

- 7.1. The JCR Exec may create sub-committees or be instructed to do so by a general meeting.
- 7.2. Any sub-committee shall have a JCR Exec member who shall be responsible for the operation of that sub-committee.
- 7.3. Any sub-committee shall have written terms of reference and membership as determined by the JCR Exec or a general meeting.
- 7.4. Sub-committees may co-opt further members or invite participation as determined by their terms of reference.
- 7.5. Sub-committees shall adopt the same procedures as used for JCR Exec meetings.
- 7.6. Sub-committees shall have delegated authority of the JCR Exec on matters within their remit, and within their budget allocation, and provided that the actions of that sub-committee do not contradict the policies of the JCR or the Union.
- 7.7. The chairperson of each sub-committee shall ensure that note or minutes of each meeting of that sub-committee are sent to the JCR Executive for ratification. Where a JCR Exec sub-committee makes suggestions for changing the policy or budget of the JCR Exec, this should be sent to the JCR Exec or general meeting as an agenda item as appropriate.



Extrav Committee

- 7.8. In the last week of Summer Term there shall be a social event exclusive to JCR members and their guests. This shall be entitled 'Extrav'.
- 7.9. The primary organization of this event is the concern of the VP Socials, Sports & Events. The organisation shall be subject to the procedures and regulations set out by the Union.
- 7.10. The purpose of this committee is to assist in the organisation and execution of the Extrav.
- 7.11. The Extrav Committee shall consist of 12 members as follows:
 - 7.11.1. VP Socials, Sports & Events
 - 7.11.2. JCR President
 - 7.11.3. VP Democracy & Finance
 - 7.11.4. Two Socials & Events Officers
 - 7.11.5. Two Media and Communications Officers
 - 7.11.6. Two other members of the JCR Exec elected from a JCR Exec meeting
 - 7.11.7. Up to three members of the JCR who shall be chosen by the VP Socials, Sports & Events after advertising the positions and conducting short interviews with candidates.
- 7.12. The VP Socials, Sports & Events shall convene the meetings and be responsible for reporting back to the JCR Exec.

Welcome Week Committee

- 7.13. In order to assist the President and the Exec with the planning and execution of Welcome Week, there shall be a Welcome Week Committee who shall offer support and act as a focus group for the Exec's planning.
- 7.14. The committee shall consist of eight additional undergraduate members of the college, determined by the President.
- 7.15. They shall be chosen by short interviews being conducted with applicants. These interviews shall be held alongside the Welcome Reps interviews.

Winter Ball Committee

- 7.16. In the last two weeks of Michaelmas term there shall be a ball held exclusively for JCR members and their guests. This shall be entitled the 'Winter Ball'.
- 7.17. The primary organisation of this event will be the concern of the VP Socials, Sports & Events.
- 7.18. The purpose of this committee will be to assist in the organization and execution of the Winter Ball.
- 7.19. The Winter Ball Committee shall consist of eight members as follows:
 - 7.19.1. VP Socials, Sports & Events
 - 7.19.2. JCR President
 - 7.19.3. VP Democracy & Finance
 - 7.19.4. Two Socials & Events Officers
 - 7.19.5. Two Media and Communications Officers



- 7.19.6. Another member of the JCR Exec or JCR can be appointed by a JCR Exec meeting if needed.

8. Finance

- 8.1. All financial matters of the JCR shall be dealt with as set out in the Union Financial Regulations.
- 8.2. A budget of estimates for the coming year's expenditure shall, by the end of the summer term, be drawn up by the VP Democracy & Finance and presented in writing to a JCR Exec meeting for approval. It should be published on the College website.
- 8.3. The following shall ordinarily be signatories of the JCR Exec account with the Union:
- 8.3.1. VP Democracy & Finance (lead signatory)
 - 8.3.2. JCR President
 - 8.3.3. VP Socials, Sports & Events
 - 8.3.4. VP Welfare, Equality & Diversity
 - 8.3.5. Socials & Events Officers

9. Disciplinary Procedures and Complaints

- 9.1. Gross misconduct or failure of members of the JCR Exec to carry out their responsibilities, without reasonable excuse, is sufficient grounds for suspension of the office concerned. All such actions shall require ratification by a majority at the next general meeting.
- 9.2. Suspension shall mean that an Exec member is prohibited from carrying out their duties and responsibilities as set out in this bye-law.
- 9.3. A member of the JCR Exec who has their suspension ratified by a general meeting shall be removed from office.
- 9.4. The President, with the support of two other members of the JCR Exec, must suspend another member from their duties for neglect, failure of their duties as laid out in this bye law or gross misconduct in the absence of a reasonable excuse. This suspension must at first be preceded by an oral warning. If no reasonable response is received (in the opinion of the suspending officers) or if the members persists in their actions then a written warning must be given. If the suspending officers are not satisfied by the response to such a warning, or there is no response at all, then the member shall be suspended.
- 9.5. Complaints about the operations or members of the JCR Exec should be made in writing to the President (or if it is about the President, the VP Democracy & Finance). Complaints should be dealt with under the Union's Complaints Procedure.



Appendix 1: JCR Exec Role Profiles

1. The JCR President

- 1.1. This position will be held by one person at any one given time.
- 1.2. The President shall have the general responsibility of overseeing all of the JCR activities and co-ordinating the JCR Exec as well as representing undergraduate members of The County College at appropriate College, Union and University meetings.
- 1.3. They shall be ultimately responsible for running the JCR Exec and will be empowered to make decisions on its behalf which can be called to account at Exec and general meetings.
- 1.4. They shall be responsible for maintaining the reputation of County College, its members and its facilities.
- 1.5. They shall ensure officers comply with their duties and will help and support the officers in doing this. They must make sure that all meetings are attended by the designated JCR Exec members, or if not them by another appropriate JCR Exec member.
- 1.6. They shall attend Presidents' Committee and any other meetings that they are elected to maintaining a strong liaison with other JCR Presidents.
- 1.7. They shall be the lead organiser of Welcome Week, its sub-committee and Welcome Reps.
- 1.8. They shall support and assist other members of the JCR Exec in the performance of their duties for the good of the college.

2. The Vice President Democracy & Finance

- 2.1. This position will be held by one person at any one given time.
- 2.2. The VP Democracy & Finance shall be responsible for maintaining all democratic and financial procedures within the JCR.
- 2.3. They shall be responsible for the maintenance of an up to date copy of this bye-law and make a copy available to any JCR member on request.
- 2.4. They shall be JCR representative on the Union's Democracy Committee and act as Assistant Returning Officer (ARO) for all JCR elections. This shall involve:
 - 2.4.1. Ensuring elections are promoted freely, fairly and encourage diverse applicants
 - 2.4.2. Delivering candidate briefings
 - 2.4.3. Overseeing candidates' conduct in all elections and escalating disputes to the Union's Deputy Returning Officer (DRO) where appropriate
 - 2.4.4. Organising and chairing a hustings event for each election
 - 2.4.5. Delivering election results to candidates
 - 2.4.6. Organising, promoting and overseeing co-options for any vacancies that can not be promptly filled by an election or bye-election
- 2.5. They shall also be responsible for convening and chairing Exec, General and Emergency General meetings. This shall involve:
 - 2.5.1. Setting a reasonable date, time and location for meetings
 - 2.5.2. Receiving apologies for absence from Exec members
 - 2.5.3. Collecting items for each meeting in advance and producing an agenda
 - 2.5.4. Chairing each meeting to ensure that all members are given opportunity to speak and that business is conducted in a timely manner



- 2.5.5. Producing and circulating minutes for all meetings that can be made available to all JCR members
- 2.6. The VP Democracy & Finance shall also be responsible for overseeing and administering all financial business of the JCR Exec and making regular reports at JCR Exec meetings. They shall maintain an up to date account of all financial transactions and check accounts presented by the Union's Finance Office.
- 2.7. They shall be the lead signatory on the JCR Exec's account and shall be responsible for raising purchase orders and payment claims with the Union.
- 2.8. The VP Democracy & Finance shall also advise the JCR Exec on the expenditure of budget and if necessary prohibit any transaction that is not viable.
- 2.9. They shall be responsible for assisting in the finances of the Extrav, Welcome Week and Winter Ball, sitting on any relevant committees and working closely with the Union's Finance Office.
- 2.10. They shall be interested in ensuring that the JCR Exec's purchasing and expenditure is ethical and environmentally conscious.
- 2.11. The VP Democracy & Finance shall support and assist other members of the Executive in the performance of their duties for the good of the college.

3. The Vice President Welfare, Equality & Diversity

- 3.1. This position will be held by one person at any one given time.
- 3.2. The VP Welfare, Equality & Diversity shall be concerned with the general welfare of all JCR members, refer members to the relevant people/organisations and provide basic advice.
- 3.3. They shall empower and encourage the Welfare, International & Faith and Equality & Opportunities Officers to lead on their own campaigns and events.
- 3.4. They shall develop, and coordinate with the Welfare Officers to raise awareness and promote welfare and wellbeing in the college through a series of events and campaigns.
- 3.5. They shall work closely with the International & Faith and Equality & Opportunities Officers to ensure that all aspects of the JCR are open and accessible to all college members while celebrating the diversity of the college membership.
- 3.6. They shall have a strong awareness of the Union's liberation forums and work to raise awareness and promote the liberation of BME, LGBTQ+ and Women+ students and Students with Disabilities. They shall also be interested in the equality of international, mature and working-class students.
- 3.7. They shall compile a calendar of welfare, equality and diversity campaigns and activities in advance of each subsequent term.
- 3.8. They shall take a leading role in the selection and co-ordination of Welcome Reps with the assistance of the JCR President, ensuring that Reps are suitably equipped to deliver a safe and accessible Welcome Week for all new students.
- 3.9. They shall maintain a strong liaison with the Union's VP Welfare, Part-Time Officers and the Chaplaincy and involve themselves in relevant campaigns and events.
- 3.10. The VP Welfare, Equality & Diversity shall support and assist other members of the Executive in the performance of their duties for the good of the college.

4. The Vice President Socials, Sports & Events

- 4.1. This position will be held by one person at any given time.



- 4.2. The VP Socials, Sports & Events shall be interested in creating a lively and active JCR through a diverse range of socials, events and sporting activities in and outside of college spaces.
- 4.3. They shall empower and encourage the Socials & Events and Sports Officers to lead on their own events and activities.
- 4.4. They shall coordinate with the Socials & Events Officers to organise a lively programme of socials and events that caters to a diverse range of the JCR membership.
- 4.5. They shall coordinate with the Sports Officers to maintain a strong participation in College sports and a strong culture of player and spectator participation. They shall be interested in combining sports activities with socials and events to foster College pride.
- 4.6. They shall compile a calendar of socials, events and sporting activities in advance of each subsequent term.
- 4.7. They shall be the lead organiser of Extrav and the Winter Ball and responsible for their sub-committees.
- 4.8. They shall be interested in working collaboratively with other JCRs, societies, sports clubs and other student groups.
- 4.9. They shall be interested in organising Raising and Giving (RAG) activities for a number of local and national charities and campaigns.
- 4.10. The VP Socials, Sports & Events shall support and assist other members of the Executive in the performance of their duties for the good of the college.

5. The Welfare Officers

- 5.1. There shall be one Men's+ Welfare Officer and one Women's+ Welfare Officer at any given time.
- 5.2. The Welfare Officers shall be jointly concerned with the general welfare of all JCR members, refer members to the relevant people/organisations and provide basic advice.
- 5.3. They shall be empowered by the VP Welfare, Equality & Diversity to lead on their own campaigns and activities.
- 5.4. They shall support the creation of a calendar of welfare campaigns and activities in advance of each subsequent term.
- 5.5. They shall develop, co-ordinate and facilitate campaigns to raise awareness and promote welfare and academic wellbeing within the college.
- 5.6. They shall help to maintain an environment within the college that can be enjoyed by all of our diverse members.
- 5.7. They shall maintain a strong liaison with the Union's VP Welfare, and involve themselves in relevant campaigns and events.
- 5.8. The Welfare Officers shall support and assist other members of the Executive in the performance of their duties for the good of the college.

6. The International & Faith Officer

- 6.1. This position will be held by one person at any one given time. This person must be a student from overseas.
- 6.2. The International & Faith Officer shall be interested in celebrating the diversity of the JCR membership and work to ensure that international students and faith groups are represented by the JCR Exec.



- 6.3. They shall be empowered by the VP Welfare, Equality & Diversity to lead on their own campaigns and activities.
- 6.4. They shall support the creation of a calendar of international and faith campaigns and activities in advance of each subsequent term.
- 6.5. They shall help to maintain an environment within the college that can be enjoyed by all of our diverse members.
- 6.6. They shall maintain a strong liaison with the Union's International Students' Officer and the Chaplaincy, and involve themselves in relevant campaigns and events.
- 6.7. The International & Faith Officer shall support and assist other members of the Executive in the performance of their duties for the good of the college.

7. The Equality & Opportunities Officer

- 7.1. This position will be held by one person at any one given time. This person must self-define within at least one of the four of the Union's liberation forums, that is, BME, LGBTQ+, Women+ and/or Students with Disabilities.
- 7.2. The Equality & Opportunities Officer shall be interested in the liberation and equality of marginalised student groups including BME, LGBTQ+, Women+ students and Students with Disabilities. They shall also be interested in efforts to promote the equality of mature and working-class students.
- 7.3. They shall develop, co-ordinate and facilitate campaigns to raise awareness and promote liberation such as developing activities for Black History, Women's History and Pride Months.
- 7.4. They shall be ultimately responsible for all college competitions such as debate, university challenge and sustainability challenge and will promote and recruit a team and organise these events as well as liaising with the SCR on these matters.
- 7.5. They shall be empowered by the VP Welfare, Equality & Diversity to lead on their own campaigns and activities.
- 7.6. They shall support the creation of a calendar of campaigns and activities that promote equality and opportunity in advance of each subsequent term.
- 7.7. They shall help to maintain an environment within the college that can be enjoyed by all of our diverse members.
- 7.8. They shall maintain a strong liaison with the Union's Part-Time Officers, and involve themselves in relevant campaigns and events.
- 7.9. The Equality & Opportunities Officer shall support and assist other members of the Executive in the performance of their duties for the good of the college.

8. The Socials & Events Officers

- 8.1. There shall be two Socials & Events Officers at any one given time.
- 8.2. The Socials & Events Officers shall be interested in creating a lively and active JCR through a diverse range of socials and events in and outside of college spaces.
- 8.3. They shall be empowered by the VP Socials, Sports & Events to lead on their own socials and events.
- 8.4. They shall support the creation of a calendar of socials and events in advance of each subsequent term.
- 8.5. They shall be interested in working collaboratively with other JCRs, societies, sports clubs and other student groups.
- 8.6. They shall promote engagement in socials and events and work with the Media & Communications Officer to publicise all activities to JCR members.



- 8.7. They shall be interested in organising Raising and Giving (RAG) activities for a number of local and national charities and campaigns.
- 8.8. They shall be important in supporting the organisation of Extrav and the Winter Ball.
- 8.9. The Socials & Events Officers shall support and assist other members of the Executive in the performance of their duties for the good of the college.

9. The Sports Officers

- 9.1. There shall be one Men's+ Sports Officer and one Women's+ Sports Officer at any given time.
- 9.2. The Sports Officers shall be jointly responsible for promoting the sporting life of JCR members by encouraging player and spectator participation in inter-collegiate sport such as Carter Shield and ensuring that sport is accessible for all.
- 9.3. They shall be empowered by the VP Socials, Sports & Events to lead on their own events and activities.
- 9.4. They shall support the creation of a calendar of sporting events and activities in advance of each subsequent term.
- 9.5. They shall have lead responsibility for organising Legends; an annual sporting event with Fylde College JCR.
- 9.6. They shall maintain a strong liaison with the Union's VP Sports and the club captains for County College Netball, Football and Bar Sports Clubs.
- 9.7. The Sports Officers shall support and assist other members of the Executive in the performance of their duties for the good of the college.

10. The Media & Communications Officers

- 10.1. There shall be two Media & Communications Officers at any one given time.
- 10.2. The Media & Communications Officers shall be interested in maintaining strong lines of communication with the JCR membership through publicising and promoting JCR activities, and seeking out members' views.
- 10.3. They shall have primary access to the College's Facebook and Instagram accounts and maintain secure access and passwords.
- 10.4. They shall use these social media outlets to keep members regularly informed on the campaigns, events and activities of the JCR Exec.
- 10.5. They shall be interested in creating high quality graphics and imagery to communicate with members including posters, social media and video content.
- 10.6. They shall strive to get as many contributions from JCR members as possible to allow the membership to shape the direction of the Exec.
- 10.7. They shall work and communicate closely with the whole Exec to ensure campaigns, events and activities are promoted in a timely fashion.
- 10.8. The Media & Communications Officers shall support and assist other members of the Executive in the performance of their duties for the good of the college.