

# Furness College JCR Terms of Reference

## October 2024

### 1. STATUS:

- 1.1. Furness College JCR Executive is a standing committee of Lancaster University Students' Union (LUSU) as outlined in Section 46 of the LUSU Articles of Association, with its purposes defined in Section 46.2.
- 1.2. Furness College JCR Executive is the autonomous representative of Lancaster University Furness College Students.

### 2. DEFINITIONS:

- 2.1. This document shall refer to members of the Furness JCR as 'the JCR'.
- 2.2. This document shall refer to Furness JCR Executive as 'the Exec'.
- 2.3. This document shall refer to Furness College as 'the college'.
- 2.4. This document shall refer to Furness JCR Exec sub-committee as 'sub- committee'.
- 2.5. This document shall refer to Lancaster University Students' Union as 'LUSU'.
- 2.6. This document shall refer to Liberation & Campaign Officers as 'LCOs'.
- 2.7. This document shall refer to the Men's+, Women's+, and International Students Representative Officers as 'the Inclusion Officers'.

### 3. BYELAW:

- 3.1. May be freely changed subject to the change's submission as a motion to a Furness College JCR General Meeting, and a majority voting in favour of the motion with the ratification of LUSU Union Assembly.
- 3.2. The JCR Vice President Democracy and Finance has the responsibility of making decisions where there are conflicting interpretations of these Terms of Reference. Thereafter, a meeting of the Exec shall be convened at the earliest opportunity to discuss and ratify Vice President Democracy and Finance's decision.
- 3.3. Any appeal against these decisions will be made to the LUSU President.

### 4. RIGHTS:

- 4.1. All undergraduate students registered as members of the college shall automatically be members of Furness College JCR, unless they have opted out of LUSU.
- 4.2. The JCR have the right to vote and stand in College elections.
- 4.3. To speak and vote at Furness JCR General Meetings and Emergency General Meetings and to propose and second motions at both.
- 4.4. To be represented by the Furness JCR Exec.

- 4.5. To opt out of the JCR; which means they shall forfeit their JCR rights.
- 4.6. The JCR 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.
- 4.7. Honorary Members have the right to attend JCR events, but cannot vote, propose motions, stand in elections or take part in the democratic functions.

## 5. THE FURNESS JCR EXECUTIVE

### 5.1. Standing Mandates:

- 5.1.1. The Exec shall have the representation of its members' interests as its remit.
- 5.1.2. Shall be responsible for the property of the JCR in all regards.
- 5.1.3. Shall be collectively responsible for all financial aspects and delivery of activities of the JCR.
- 5.1.4. Shall undertake their duties whilst supporting and assisting other members of the exec in the performance of their duties for the general good of the JCR.
- 5.1.5. Each exec position shall have a written job description outlined in 5.3 and 5.4 of these Terms which each officer must fulfil or face termination of office as outlined in 5.5 of these Terms.
- 5.1.6. Exec job descriptions will be reviewed each year alongside the Terms and may be modified at any point by a motion passed, by a simple majority, at a quorate general meeting.
- 5.1.7. Shall abide by and operate within the law, University regulations, LUSU policy and other Union and University wide policy as set out in Section 17 of the Student Groups Byelaw.
- 5.1.8. Shall complete a written handover document at the end of their term shall be given to both their successor, in person, and the Vice President Democracy and Finance to file for future reference.

### 5.2. Sub- Committees:

- 5.2.1. Any members of the Exec may create sub-committees to assist them in their roles or be instructed to do so by a General Meeting.
- 5.2.2. Shall have an Exec convener who shall be responsible for the operation of that sub-committee.
- 5.2.3. Sub-committees may consist of any member of the JCR as determined by the Exec convener of that sub-committee.
- 5.2.4. Any member of the Exec may request to sit on and assist with all sub-committees, at the discretion of the Exec convener of that sub-committee.
- 5.2.5. The sub-committee meeting format will be determined by its Exec convener and membership.

### 5.3. Exec Positions:

- 5.3.1. The President;
- 5.3.2. The Vice President Wellbeing and Campaigns;
- 5.3.3. The Vice President Socials and Events;
- 5.3.4. The Vice President Democracy and Finance;
- 5.3.5. The Media and Communications Officer (x2);
- 5.3.6. The Socials and Events Officer (x2);
- 5.3.7. Women's+ Representative Officer;
- 5.3.8. Men's+ Representative Officer;
- 5.3.9. International Students Representative Officer;
- 5.3.10. The Sports Officer (x2).

### 5.4. Job Descriptions

#### 5.4.1. *The President:*

- 5.4.1.1. Is responsible for the co-ordination and control of the Executive
- 5.4.1.2. Shall liaise with the senior members of the University and College
- 5.4.1.3. Shall be the primary representative of the Furness JCR and as such represent the JCR on committees they are elected to by LUSU or the JCR.
- 5.4.1.4. Shall be the lead organizer of the Furness College Freshers' Week with support from the Vice President Socials and Events, Vice President Wellbeing and Campaigns, Socials and Events Officers, and Vice President Democracy and Finance and shall be ultimately responsible and accountable for it to LUSU and the JCR.
- 5.4.1.5. Shall, subject to any resolution being passed to the contrary, be Deputy Chair for all general meetings and JCR Exec Hustings.
- 5.4.1.6. Shall support and assist other members of the Executive in the performance of their duties.
- 5.4.1.7. Shall liaise with the Vice President Democracy and Finance over the administration and conduct of all JCR financial business.
- 5.4.1.8. Shall work closely with the Vice President Democracy and Finance to ensure all elections are conducted in accordance to the LUSU Articles of Association and Elections Byelaw.
- 5.4.1.9. Shall meet weekly with the college manager to discuss progress and plans of the JCR exec.
- 5.4.1.10. Shall work closely with the Vice President Wellbeing and Campaigns to put together the interview, training and overall management as well as general organisation of the Furness College Fresher Rep scheme.

5.4.1.11. This position shall be held by only one person at a given time.

5.4.2. *The Vice-President Wellbeing and Campaigns*

5.4.2.1. Shall represent the JCR through campaigns and take responsibility for Equality, Diversity, and Inclusion, and environmental related matters, ensuring representation for groups including, but not limited to, LGBTQ+, Disabled, and International Students.

5.4.2.2. Shall deputise for the President in the event of the President's absence.

5.4.2.3. Shall work with and support the Inclusion Officers, and Sports Officers.

5.4.2.4. Shall lead the development and delivery of wellbeing related campaigns.

5.4.2.5. Shall support the President with the organisation and running of Furness College Fresher's Week.

5.4.2.6. Shall work closely with the LUSU Wellbeing Officer, relevant LCOs, and other college inclusion officers to develop and promote campaigns within Furness College.

5.4.2.7. This position shall be held by only one person at a given time.

5.4.3. *The Vice President Socials and Events*

5.4.3.1. Shall represent the JCR on Socials and Events related matters.

5.4.3.2. Shall be the primary coordinator of JCR socials and events.

5.4.3.3. Shall work closely with and support all Socials and Events Officers and Media and Communication Officers in the fulfilment of their duties.

5.4.3.4. Shall work with Socials and Events officers to draft a social calendar for each term, which is to be publicised adequately to the JCR.

5.4.3.5. Shall work closely with the President with the organisation and running of Furness College Freshers' Week events.

5.4.3.6. Shall organise and manage the Furness Winter Ball and bi-annual 15 Hour Bar Crawl, with the support of Socials and Events Officers.

5.4.3.7. Shall work with the Sports Officers to organise the event of the Patriots Cup.

5.4.3.8. Shall participate in the presentation of the weekly pub quiz, 'Trev Quiz', to ensure that the role is visible to the JCR.

5.4.3.9. Shall be supported by the Inclusion Officers to ensure that Socials and Events are accessible to all members of the JCR.

5.4.3.10. Shall work closely with the LUSU Activities Officer to support and promote cross campus and LUSU socials to the Furness JCR.

5.4.3.11. This position shall be held by only one person at a given time.

5.4.4. *The Vice President Democracy and Finance*

- 5.4.4.1. Shall be responsible for the convening and chairing of all JCR meetings in accordance with section 4 of this Bye Law.
- 5.4.4.2. Shall be responsible for keeping an up-to-date record of these Terms and ensure that it is available to any member of the college upon request.
- 5.4.4.3. Shall ensure transparency of the JCR Exec by making available both the Terms and Minutes to all members of the college upon request.
- 5.4.4.4. Shall have overall responsibility of JCR elections and involvement in Union elections, through sitting on the Democracy Committee of LUSU.
- 5.4.4.5. Shall carry out elections in accordance with the Elections Byelaw.
- 5.4.4.6. Shall, subject to any resolution being passed to the contrary, chair all general meetings and JCR Exec Hustings, and shall call all general meetings in accordance with any regulations in the Furness JCR Terms
- 5.4.4.7. The Vice President Democracy and Finance does not hold a vote in meetings, unless the vote is tied, in which case they have the casting vote.
- 5.4.4.8. Shall work closely with the LUSU President to develop and promote college and LUSU elections.
- 5.4.4.9. Shall be responsible for overseeing and administering the control and conduct of the financial business of the JCR.
- 5.4.4.10. Shall maintain an up-to-date account of all JCR financial transactions.
- 5.4.4.11. Shall check and scrutinise the monthly accounts prepared by the LUSU finance office.
- 5.4.4.12. Shall give financial advice to all officers on the expenditure of budget and shall prohibit certain transactions if they are not financially viable.
- 5.4.4.13. Shall work closely with the President, Vice President Socials and Events and Vice President Wellbeing and Campaigns in the organisation of the Furness College Freshers' Week by helping produce and maintain the Freshers' Week budget.
- 5.4.4.14. Shall work alongside the Vice President Socials and Events and Socials and Events Officers to organise and budget for the annual Winter Ball.
- 5.4.4.15. Shall create, alongside the President, the annual JCR Exec budget which is to be passed by a simple majority at the next JCR Exec meeting.
- 5.4.4.16. Shall be responsible for arranging the collection and banking of the JCR share of the college pool table revenue with the college manager.
- 5.4.4.17. This position shall be held by only one person at a given time.

5.4.5. *The Media and Communications Officer (Two Positions)*

- 5.4.5.1. Shall be responsible for the public image of the JCR, both its online presence and published media.
- 5.4.5.2. Shall update and inform the JCR of events and campaigns within the college and LUSU.
- 5.4.5.3. Shall report to and collaborate with the Vice President Socials and Events on activities concerning publicity as well as reporting progress to the JCR Exec.
- 5.4.5.4. Shall be responsible for maintaining in good working order the college media and communications equipment.
- 5.4.5.5. Shall ensure that the College website and noticeboard are updated when necessary.
- 5.4.5.6. Create, edit and publish the JCR college e-newsletter 'Trev Times' to all members of the JCR with help from the College Manager.
- 5.4.5.7. Collaborate with the Socials and Events Officers before the beginning of each term in regard to the social calendar.
- 5.4.5.8. Shall work closely with the Vice President Democracy and Finance to publicize and promote college and LUSU elections.
- 5.4.5.9. Shall support the organization of the college Welcome Week, and Winter Ball by communicating and publicising these events.
- 5.4.5.10. Shall take minutes at the weekly JCR exec meetings.
- 5.4.5.11. Two officers are elected

5.4.6. *The Socials and Events Officer (Two positions)*

- 5.4.6.1. Shall be responsible for developing the interests of the JCR in social activities.
- 5.4.6.2. Shall be responsible for the weekly running of Trev Quiz.
- 5.4.6.3. Shall support Vice-President Socials and Events in the organisation and running of the 'Winter Ball', and the bi-annual 'Fifteen Hour Bar Crawl'.
- 5.4.6.4. Shall collaborate with the Vice President Socials and Events on activities concerning social and events as well as reporting progress to the JCR Exec.
- 5.4.6.5. Shall support the President and Vice President Socials and Events in the organization of the Furness College Welcome Week.
- 5.4.6.6. Shall support the Vice President Socials and Events in the organisation of the Furness College Winter Ball.
- 5.4.6.7. Shall liaise with LUSU Activities Officer, relevant LCOs and other colleges to develop combined social events.

5.4.6.8. Shall sit on the LUSU Social and Events Group to develop cross campus socials.

5.4.6.9. Two officers are elected.

5.4.7. *Men's+ Representative Officer*

5.4.7.1. Shall take responsibility for issues affecting any members of the JCR who identify as a part of the men's+ community, and as such should engage with the Furness men's+ community.

5.4.7.2. Shall represent the Furness men's+ community at JCR, LUSU, and university meetings.

5.4.7.3. Shall support VP Wellbeing and Campaigns in their role.

5.4.7.4. Shall support VP Socials and Events and Socials and Events Officers to ensure all college events are inclusive when applicable.

5.4.7.5. Shall engage with any relevant LUSU officer or LCO to support any campaign they wish to run.

5.4.7.6. This position shall be held by one person at a given time who identifies as being a part of the men's+ community.

5.4.8. *Women's+ Representative Officer*

5.4.8.1. Shall take responsibility for issues affecting any members of the JCR who identify as a part of the women's+ community, and as such should engage with the Furness women's+ community.

5.4.8.2. Shall represent the Furness women's+ community at JCR, LUSU, and university meetings.

5.4.8.3. Shall support VP Wellbeing and Campaigns in their role.

5.4.8.4. Shall support VP Socials and Events and Socials and Events Officers to ensure all college events are inclusive when applicable.

5.4.8.5. Shall engage with any relevant LUSU officer or LCO to support any campaign they wish to run.

5.4.8.6. This position shall be held by one person at a given time who identifies as being a part of the women's+ community.

5.4.9. *International Student Representative Officer*

5.4.9.1. Shall take responsibility for issues affecting any members of the JCR who identify as a part of the international student community, and as such should engage with the Furness international student community.

5.4.9.2. Shall represent the Furness international student community at JCR, LUSU, and university meetings.

5.4.9.3. Shall support VP Wellbeing and Campaigns in their role.

5.4.9.4. Shall support VP Socials and Events and Socials and Events Officers to ensure all college events are inclusive when applicable.

5.4.9.5. Shall engage with any relevant LUSU officer or LCO to support any campaign they wish to run.

5.4.9.6. This position shall be held by one person at a given time

5.4.10. *The Sports Officer (Two Positions)*

5.4.10.1. Shall be responsible for supporting all sports teams under the Furness name, and representing the opinions of the teams to the Exec, LUSU, and the University.

5.4.10.2. Shall be responsible for ensuring that sport is accessible and appeals to as many members of the JCR as possible at all levels.

5.4.10.3. Shall facilitate the development of new sports within the college, and liaise with LUSU, relevant LCOs and collegiate sport teams to develop inter-collegial sporting events.

5.4.10.4. Shall actively engage with college sport team captains, and LUSU Sport, convening meetings when necessary.

5.4.10.5. Alongside Vice President Socials and Events, the sports officers must assist in organising and running the Patriots Cup with Cartmel JCR. The Patriots Cup is to take place every year, at the end of Lent term.

5.4.10.6. Along with the SCR, assist in organising the annual Nick Lewis Cup/Richard Slatter Memorial Tournament.

5.4.10.7. Work with the Media and Communications Officers to ensure the JCR are kept up to date with regular content, fixtures, scores and action photos of college sporting activities.

5.4.10.8. This position shall be held by two people at one time, with one being representative of the men's+, and the other being representative of the women's+ community.

5.4.10.9. No one in this position shall also sit on the exec of any Furness college sports teams in order to prevent bias and overwork.

5.5. Termination of Office:

5.5.1. The President is responsible for the discipline and conduct of the JCR Executive. Therefore, reserves the right to suspend any Furness JCR Executive Officer for misconduct or dereliction of their duties

5.5.2. Gross misconduct or failure of members of the Exec to carry out responsibilities conferred on them shall, without reasonable excuse, act as sufficient grounds for suspension of the office concerned.

5.5.3. Exec Officers may be suspended by a simple majority at an Exec JCR Meeting for not adhering to their responsibilities and jobs description as stated in these Terms

5.5.4. Suspension of an Officer shall mean that an officer is prohibited from carrying out their duties and responsibilities as set out in these Terms.



- 5.5.5. The decision to suspend an officer must then be ratified by a simple majority at the next Furness JCR General or Emergency General Meeting.
- 5.5.6. A member of the Exec who has their suspension ratified by a Furness JCR General or emergency General Meeting shall be removed from office.
- 5.5.7. Complaints about the operations of Exec Officer should be made in writing to the President (or if it is about the President, to LUSU).
- 5.5.8. Any member of the Exec may resign in writing to the President.
- 5.5.9. The resignation of the President must be submitted as an open address, in writing, to the Exec and LUSU President in person.
- 5.5.10. Complaints should be dealt with under LUSU Complaints Procedure.

## 6. MEETINGS AND ELECTIONS

### 6.1. Role:

- 6.1.1. Furness JCR Exec Meetings are meetings where the Exec discuss and make policy on matters relating to the JCR and LUSU.
- 6.1.2. General Meetings shall be the sovereign body of the JCR and may instruct the Exec to follow a mandatory course of action over a particular issue.
- 6.1.3. Each Exec Officer shall endeavour to attend all LUSU meetings relevant to their positions as stated in this bylaw or the President.

### 6.2. Exec Meetings:

- 6.2.1. The Vice President Democracy and Finance shall chair the meeting, or the President in their absence.
- 6.2.2. A Media and Communications Officer shall minute the meeting.
- 6.2.3. Business and voting will be conducted in a manner set out in LUSU Constitution & Byelaws for Exec Meetings.
- 6.2.4. Quorum of an Exec Meeting shall be 50% of the number of positions on Exec.
- 6.2.5. Shall take place on a weekly basis.
- 6.2.6. Date, time and venue shall be determined by the Vice President Democracy and Finance.
- 6.2.7. Each Furness Exec Officer is expected to give a full report of their relevant LUSU meetings and officer activities as outlined in their job description.

### 6.3. Furness JCR General Meeting:

- 6.3.1. May be called by the President, a majority vote in a quorate JCR exec meeting, or by 15 members of the JCR and the Media and Communications Officers.
- 6.3.2. The Vice President Democracy and Finance shall chair the meeting.
- 6.3.3. A Media and Communications Officer shall minute the meeting.

- 6.3.4. Notice shall be at least seven days specifying date, time and venue and must be given visibly.
- 6.3.5. Publicity is the responsibility of the Vice President Democracy and Finance and the Media and Communications Officers
- 6.3.6. Must be called in the case of amendments to the JCR Terms, suspension of an officer, a proposed vote of no confidence in any officer of the Exec or to grant honorary membership.
- 6.3.7. Business must be given with the notice for the General Meeting and an agenda must be publicized no later than 24 hours before the start of the meeting.
- 6.3.8. Business or motions should be submitted in writing to the Vice President Democracy and Finance at least 48 hours prior to the meeting.
- 6.3.9. Business and voting will be conducted in a manner set out in the Members Meetings Byelaw of LUSU.
- 6.3.10. Quorum of a General Meeting shall be 30 JCR Members.
- 6.3.11. The Vice President Democracy and Finance does not hold a vote in meetings, unless the vote is tied, in which case they have the casting vote.

#### 6.4. Emergency General Meetings:

- 6.4.1. May be called by the President, or by 50% of the Exec in writing to the President, or by 30 signatories of JCR members to the President.
- 6.4.2. The Vice President Democracy and Finance shall chair the meeting.
- 6.4.3. A Media and Communications Officer shall minute the meeting.
- 6.4.4. At least 24 hours' notice specifying date, time and venue of an Emergency General Meeting must be given visibly.
- 6.4.5. Publicity is the responsibility of the Vice President Democracy and Finance and the Media and Communications Officers.
- 6.4.6. Business and voting will be conducted in a manner set out in the Members Meetings Byelaw of LUSU.
- 6.4.7. Quorum of an Emergency General Meeting shall be 30 JCR members.

#### 6.5. Elections:

- 6.5.1. The running of all elections shall be the responsibility of the Exec with the Vice President Democracy and Finance acting as the Acting Returning Officer for the college.
- 6.5.2. In circumstances where the Vice President Democracy and Finance cannot act as the Acting Returning Officer for JCR, the JCR Exec shall abide by LUSU elections byelaw in the appointment of a new ARO, namely the President.
- 6.5.3. Elections procedures for all elections shall observe and adhere to the LUSU Elections Byelaw.

6.5.4. Exec positions will be elected in the Michaelmas Term each year for one year, except in the instance of a Bye-Election or Co-option.

6.6. Co-Options:

6.6.1. Members of the JCR may be co-opted to fill any positions in the Exec.

6.6.2. The vacant position must be advertised at the previous Furness JCR Exec meeting and published on relevant social media sites.

6.6.3. Shall be done by a simple majority at a Furness JCR Exec meeting.

6.6.4. Shall be confirmed at the Exec meeting and publicized, as seen fit by the Vice President Democracy and Finance and the Media and Communications Officers, to the JCR.

6.7. Furness JCR Executive Hustings:

6.7.1. Shall be chaired and convened by the Vice President Democracy and Finance, and deputy chaired by the President.

6.7.2. All JCR Executive Officers must attend hustings or send reasonable apologies as deemed by the Vice President Democracy and Finance.

6.7.3. The Media & Communications Officer shall work closely with the Vice President Democracy and Finance and President to promote, organize and run the Furness JCR Executive Hustings.

## 7. FINANCES:

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

7.2. A budget of estimates for the coming year's expenditure shall, by the end of the summer term, be drawn up by the Vice President Democracy and Finance and President and presented in writing to a Furness JCR Exec Meeting for approval.

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

7.3.1. The President

7.3.2. The Vice President Democracy and Finance

7.3.3. The Vice President Socials and Events

7.3.4. The Vice President Wellbeing and Campaigns