

# **FYLDE COLLEGE JCR EXEC BYE LAW**

## **1. STATUS**

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

## **2. DEFINITION**

2.1. This document shall refer to Fylde College as 'the College'.

2.2. This document shall refer to the Junior Common Room Executive Committee as the 'JCR Exec'.

2.3. This document shall refer to JCR Executive Officers as 'Officer(s)'.

2.4. This document shall refer to Lancaster University Students' Union as 'LUSU'.

2.5. Officers shall be full members, and have the rights listed in 4.2 – 4.5.

## **3. COLLEGE BYE LAW**

3.1. This bye-law may be freely changed subject to the changes being submitted 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.

3.2. The Chair & Democracy Officer has the responsibility of making decisions where there are conflicting interpretations of this document. 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 LUSU Vice President (Union Development).

3.3. Amendments and clarifications of this bye law are not grounds for appeal against prior decisions.

3.4. This bye law must be reviewed by the Chair & Democracy Officer annually with amendments made at a College General Meeting no later than Week 5 of Michaelmas Term.

## **4. THE JUNIOR COMMON ROOM**

4.1. All undergraduate students registered as members of the College shall automatically be members of the JCR, unless they have opted out of LUSU.

4.2. Members of the JCR have the right to vote and stand in JCR elections.

4.3. Members of the JCR shall have the right to attend, speak and vote at General Meetings and Emergency General Meetings and to propose and second motions at both.

4.4. Members of the JCR have the right to be represented by Officers.

4.5. Any member of the JCR has the right to opt out of the JCR. Any member who does so shall forfeit their rights as mentioned in 4.2 - 4.4.

## **5. THE JCR EXEC**

5.1. Effective from the 1<sup>st</sup> January 2023, The JCR Exec shall consist of the Officers listed in Section 7.

5.2. Any member of the JCR Exec may resign by writing to the President.

5.3. Should the President wish to resign, the written resignation must be submitted to the Chair & Democracy Officer and the LUSU President.

5.4. With the exception of bye-elections and co-options, these representatives are elected in Week 8 of Michaelmas Term (and begin their duties at the start of Lent Term). Bye-elections occur in Week 8 of each term where necessary.

5.5. Members of the JCR may be co-opted to fill any vacant position on the JCR Exec. Vacancies must be advertised for at least 5 days.

5.6. If there is only one candidate for co-option, they may be co-opted by a simple majority of the JCR Exec meeting. If there is more than one candidate for co-option, then they will be invited to a meeting of the JCR Exec and given the opportunity to ask and answer questions, followed by a vote of the JCR Exec using the Single Transferable Vote method.

5.7. Officers who have been co-opted are acting on a temporary basis and the position must be advertised as vacant at the next available election.

5.8. Members elected by the JCR shall carry out their defined responsibilities unless approval for alternative arrangements has been obtained from a general meeting.

5.9. 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.

5.10. Where Exec members are leaving the University, through graduation for example, the members may stay in office until the end of their final term.

## **6. JCR EXEC STANDING MANDATES**

6.1. At all times the JCR Exec must act to promote College spirit, identity, and inclusion.

6.2. The purpose of the JCR Exec is to foster inclusive student communities within the College, through acting in the wider interests of their members. This is by:

6.2.1. representation of the views of their college community, members' welfare and social experiences to the Principal and SCR.

6.2.2. representing these views to the Union's Full Time Officers where appropriate.

6.2.3. providing social, cultural, sporting and recreational activities and forums for discussion and debate for the personal development of their members.

6.2.4 abiding by the equal opportunities policies of the Union and the University.

6.3. The JCR Exec must act to represent the views of the JCR in all matters.

6.4. Every Officer must attend any JCR Exec organised event or meeting which is specified by another Officer. Apologies must be submitted to the relevant Officer and the Chair & Democracy Officer with a reasonable excuse at least 24 hours prior to the event.

6.5. Every Officer must be present or send apologies for, LUSU general meetings, election hustings, Titans, college general meetings, Extrav and Freshers' Week.

6.6. Every Officer must attend the relevant committees and meetings that they are elected to or delegated to by the President.

6.7. Every Officer 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 Chair & Democracy Officer to file for future reference.

6.8. Every Officer shall be responsible for the upkeep of the JCR office and be responsible for the care of all JCR property.

## **7. THE JCR EXEC POSITIONS**

### **7.1. The President**

7.1.1. Shall be the representation of the JCR at a College, Union and University level.

7.1.2. Shall be the nominal head of the JCR Exec and as such they have the ultimate responsibility for the actions of the JCR Exec and for the finances of the JCR.

7.1.3. Shall ensure there is effective communication and liaison with senior members of the College and the University.

7.1.4 They shall be responsible for maintaining the reputation of Fylde College, its members and its facilities.

7.1.5. Shall ensure Officers comply with their duties as set out in this bye law and to this extent are responsible for disciplinary matters regarding the whole JCR Exec.

7.1.6. Shall be ultimately responsible for the organisation of Welcome Week, including the appointment of Welcome Reps.

7.1.7. Shall mandate, after consultation, either one of the Vice Presidents or the Chair & Democracy Officer to act as President in their absence.

7.1.8. Shall be ultimately responsible for ensuring the adequate training and handover of the JCR Exec when new Officers are elected.

### **7.2. The Vice President: Socials and Events**

- 7.2.1. Shall assist the President in their duties and deputise for the President when requested.
- 7.2.2. Shall be ultimately responsible for the organisation of Extrav alongside the Socials and Events Officers.
- 7.2.3. Shall be ultimately responsible for the organisation of the Winter Ball alongside the Socials and Events Officers.
- 7.2.4. Shall be responsible for leading the Socials and Events Officers as a Socials and Events team, delegating duties to them where necessary.
- 7.2.6. Shall liaise closely with the LUSU Vice President (Union Development) on the organisation of socials and events.
- 7.2.7. Shall liaise closely with the Socials and Events team to organise regular socials and events throughout the academic year including a range of non-alcoholic socials and events.
- 7.2.8. Shall liaise closely with the Publicity Officer and Communications Officer on the publicity of College and LUSU socials and events.
- 7.2.9. Shall coordinate with the Sports Officers to maintain a strong participation in college sports and further foster College pride through the organisation of combined sporting activities and social events.
- 7.2.10. Shall assist the Vice President: Welfare when requested to support the organisation of events or projects.
- 7.2.11. Shall liaise closely with the President and Chair & Democracy Officer on all financial aspects of College socials and events;
- 7.2.12. Shall be ultimately responsible for the maintenance of audio and visual equipment.
- 7.2.13. Shall attend LUSU PA Kit training.

### **7.3. The Vice President: Welfare**

- 7.3.1. Shall assist the President in their duties and deputise for the President when requested;
- 7.3.2. Shall liaise closely with the LUSU Vice President (Welfare & Community) and LUSU Vice President (Education);
- 7.3.4. Shall be responsible for leading the Welfare Officers and International Officer as a Welfare team, delegating duties to them where necessary.
- 7.3.5. Shall promote education, employability and wellbeing to the JCR, through events and campaigns.
- 7.3.6. Shall promote Inter College competitions within the JCR.
- 7.3.7. Shall be responsible for all welfare campaigns and events within the College.
- 7.3.8. Shall be responsible for allocating the Fylde Scholarship Fund alongside the College Senior Advisor and a third JCR Exec Officer to be decided by the Vice President: Welfare.

7.3.9. Shall be responsible for the running and organisation of the Fylde Rep System, including the selection, allocation and training processes.

7.3.10. Shall assist the President during Welcome Week with all aspects related to the Fylde Reps, including all organisational and wellbeing matters.

7.3.11. Shall be ultimately responsible for the JCR's Welfare social media.

7.3.12. Shall assist the Vice President: Socials and Events when requested to support the organisation of large scale events including but not limited to Winter Ball or Extrav.

7.3.13. Shall assure welfare provisions at all large events including but not limited to the Winter Ball and Extrav.

#### **7.4. The Chair & Democracy Officer**

7.4.1. Shall be responsible for the impartial oversights of JCR Exec meetings and College democracy.

7.4.2. Shall act as chair for JCR Exec and General Meetings and shall monitor the attendance of Officers at these events. This will involve:

7.4.2.1. Setting a reasonable date, time and location for meetings.

7.4.2.2. Receiving apologies for absence from Exec members.

7.4.2.3. Collecting items for each meeting in advance and producing an agenda.

7.4.2.4. Chairing each meeting to ensure that all members are given opportunity to speak, and that business is conducted in a timely manner.

7.4.2.5. Producing and circulating minutes for all meetings that can be made available to all JCR members.

7.4.3. Shall attend LUSU Democracy Committee and shall run elections within the college ensuring adherence to the LUSU Constitution and the fair conduct of all candidates. This will involve:

7.4.3.1. Ensuring elections are promoted freely, fairly and encourage diverse applicants.

7.4.3.2. Delivering candidate briefings.

7.4.3.3. Overseeing candidates' conduct in all elections and escalating disputes to the Union's Deputy Returning Officer (DRO) where appropriate.

7.4.3.4. Organising and chairing a hustings event for each election.

7.4.3.5. Delivering election results to candidates.

7.4.3.6. Organising, promoting, and overseeing co-options for any vacancies that cannot be promptly filled by an election or bye-election.

7.4.4. Shall be ultimately responsible for the interpretation and dissemination of this bye law as set out above.

7.4.5. Shall hold an up-to-date copy of this bye law which should be produced to any member of the College who requests one.

7.4.6. Shall have joint responsibility with the JCR President for all financial matters, including: producing the annual budget, monitoring financial paperwork and offering financial advice to other Officers.

7.4.7 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.

7.4.8. Shall work closely with the Vice Presidents and the Socials and Events Officers on the finances of JCR socials and events including but not exclusive to, Winter Ball and Fylde Extrav.

7.4.9. Shall be responsible for the discipline of Officers.

7.4.10. Shall control all financial matters of the JCR in accordance with the LUSU Financial Regulations bye law. They shall ensure proper, responsible and agreed spending of funds and catalogue all spending receipts.

7.4.11. Shall work with the President to produce a budget for Freshers' Week, Winter Ball and Extrav.

7.4.12. They shall be interested in ensuring that the JCR Exec's purchasing and expenditure is ethical and environmentally conscious.

7.4.13. Responsible for recording and storing all information regarding the JCRs activity for future reviews, including but not limited to minutes, byelaws and budgets. Preferably recorded digitally.

## **7.5. The Communications and Publicity Officer (2 positions)**

7.5.1. Shall be responsible for ensuring provision of a suitable photographic record to be taken at all JCR events.

7.5.2. Shall maintain and develop the JCR's digital media. This includes, but is not exclusive to, the JCR social media accounts, excepting the JCR's Welfare social media.

7.5.3. Shall be responsible for publishing and promoting all JCR campaigns in conjunction with the appropriate Officers.

7.5.4. Shall be responsible for the public image of the JCR and the promotion of interests at all levels.

7.5.5. They shall strive to get as many contributions from JCR members as possible to allow the membership to shape the direction of the Exec.

## **7.6. The Sports Officer (2 positions)**

7.6.1. Shall be primarily responsible for the organisation of college sporting activities.

7.6.2. Shall be responsible for promoting Inter College sports events within the JCR, including but not limited to Titans and the Carter Shield.

7.6.3. Shall liaise with all sports captains, LUSU Vice President (Sports) and other appropriate LUSU officers.

7.6.4. Shall be partly responsible for the organisation and running of Titans; an annual sporting event with County JCR.

7.6.5 Shall assist other JCR Officers in organising activities outside of sports when required, only if the primary responsibility of the Sports Officer is successfully met.

### **7.7. The Socials Officers (2 Positions)**

7.7.1. Shall have responsibility for the organisation of a broad range of regular social events for the JCR.

7.7.2. Shall be responsible for producing a social calendar each term whilst working within the guidelines of the budget for socials and events.

7.7.3 Shall be jointly responsible for organising at least 2 non-major social events each term.

7.7.4. Shall be interested in working collaboratively with other JCRs, societies, sports clubs and other student groups.

7.7.5. Shall also be responsible for maintaining good order at all social events.

7.7.6. Shall be responsible for the organisation of the Winter Ball and Extrav alongside the Vice President Socials and Events.

7.7.7. Shall be responsible for the maintenance of audio and visual equipment.

7.7.8. Should aim to involve musicians and DJs from the College to enhance social events.

7.7.9. Shall attend LUSU PA Kit training.

### **7.8. The Welfare Officers (2 Positions)**

7.8.1. Shall be responsible for campaigning for the rights of all students within the College and to ensure that they are treated equally and fairly.

7.8.2. Shall be responsible for co-ordinating and facilitating campaigns to raise awareness and challenge prejudice and discrimination of any member of a minority group such as LGBTQ\* students, BME students, and students with disabilities.

7.8.3. Shall liaise with the LUSU Vice President (Welfare) and other appropriate LUSU Officers, including the Union's Liberation and Campaign Officers.

7.8.4. Shall be jointly concerned with the general welfare of all JCR members, refer members to the relevant people/organisations and provide basic signposting.

7.8.5. Shall help to maintain an environment within the college that can be enjoyed by all of our diverse members.

7.8.6. Shall run at least one campaign per term.

7.8.7. 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.

7.8.7. Shall be jointly responsible alongside the Vice President: Welfare to maintain and develop the JCR's Welfare social media accounts to further promote College values and welfare provisions.

## **7.9. The International Officer**

7.9.1. Shall be responsible for campaigning for the rights and welfare needs of international students within the College and to ensure that they are treated equally and fairly.

7.9.2. Shall be responsible for the representation of the international students within the College, and to ensure that they are included and catered for with all events and campaigns run by the JCR Exec.

7.9.3. Shall ensure a good relationship with a wide range of LUSU cultural and international societies and ensure clear channels of communication are maintained.

7.9.4. Shall work with the Communications & Publicity Officers to develop and sustain new and innovative ways of engaging with international students.

7.9.5. Shall cooperate with the Vice President: Welfare in organising events and campaigns to promote the rights and welfare of international students.

7.9.6. Shall liaise with the Union's Vice President (Welfare) and appropriate LUSU Officers.

## **8. MEETINGS**

### **8.1. Definitions**

8.1.1. JCR Exec Meetings are meetings where the JCR Exec discuss and make policy on matters relating to the JCR. The JCR Exec Meeting is a standing committee of the General Meeting. Exec meetings are to be chaired by the Chair & Democracy Officer.

8.1.2. General Meetings shall be the sovereign body of the JCR and may instruct the JCR Exec to follow a certain course of action over a particular issue.

8.1.3. Emergency General Meetings are meetings called to discuss and form policy on one particular issue. Emergency General Meetings may instruct the JCR Exec to follow a certain course of action over a particular issue.

### **8.2. JCR Exec Meetings**

8.2.1. JCR Exec meetings will be conducted at least weekly during term time, unless the President and Chair & Democracy Officer decide one is not needed.

8.2.2. If at any point the Chair & Democracy Officer position is vacant, one of the Vice Presidents is to be elected by the JCR Exec to take the Chair.

8.2.3. Quorum of a JCR Exec meeting shall be half of the filled positions of the JCR Exec.



8.2.4. All Officers apart from the Chair holds a vote on the JCR Exec, except in the event of a tie where the Chair holds the deciding vote.

8.2.5. Minutes of all Exec meetings shall be taken by an officer appointed by the Chair & Democracy Officer and made accessible to the whole JCR.

8.2.6. All Exec officers are expected to attend all Exec meetings unless reasonable apologies are submitted to the Chair & Democracy Officer at least 24 hours prior to the commencement of the meeting. In the case of emergency meetings, this time restriction does not apply.

### **8.3. JCR General Meetings**

8.3.1. There should be at least one General Meeting in the Calendar year.

8.3.2. General Meetings may be called by the JCR Chair & Democracy Officer. Any request for a General Meeting should be made to the Chair & Democracy Officer in writing.

8.3.3. In the absence of the Chair & Democracy Officer, one of the Vice Presidents shall be elected as the Chair.

8.3.4. A Deputy Chair should be elected from the other remaining Officers.

8.3.5. In the event of a vote of no confidence in the Chair, the Deputy Chair should take over as the Chair.

8.3.6. Minutes of all general meetings shall be taken by an officer appointed by the Chair & Democracy Officer and made accessible to the whole JCR.

8.3.7 Annual General Meetings will include a breakdown of JCR finances for the year, to be presented by the Chair and Democracy Officer.

8.3.8 Annual General Meetings will include reports from JCR Officers, detailing their achievements throughout the year.

8.3.7. Notice for General Meetings:

8.3.7.1. At least five days' notice specifying date, time and place of a General Meeting must be given visibly. Agenda items must be submitted 48 hours prior to the meeting to the Chair & Democracy Officer who will decide the order of agenda items.

8.3.7.2. In the case of amendments to the bye law, or a proposed vote of no confidence in any officer of the JCR, details of business must be given with the notice for the General Meeting.

8.3.7.3. The agenda for the meeting should be posted visibly at least 24 hours in advance with appropriate provisions for online proxy voting.

8.3.7.3.1 Members of the JCR who have submitted a proxy vote will be counted for the purpose of achieving a quorate meeting.

8.3.7.4. 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.

8.3.8. Voting and Quorum:

8.3.8.1. Quorum of a General Meeting shall be 20 JCR members.

8.3.8.2. Any decisions made must be voted on and passed by a simple majority.

8.3.8.3. The Chair holds the casting vote at all times.

8.3.8.4 Members will be given the opportunity to attend General Meetings virtually, with the link being sent out no more than 24 hours before the meeting is due to take place. This attendance will count towards quorum.

8.3.9 Attendance at General Meetings:

8.3.9.1 Any person who is not a member of the JCR may attend and be given speaking rights because of a majority vote.

## **8.4. Emergency General Meetings**

8.4.1. Emergency General Meetings may be called by the President, at least 5 Officers in writing to the JCR Chair & Democracy Officer, 12 JCR members in writing to the JCR Chair & Democracy Officer or under the circumstances stated in section 5.3.

8.4.2. Emergency general meetings shall be chaired by the Chair & Democracy Officer.

8.4.3. Minutes of all general meetings shall be taken by an officer appointed by the Chair & Democracy Officer and made accessible to the whole JCR.

8.4.3. Emergency General Meetings shall be run in the same way as General Meetings with the exception that the meeting must only discuss the single reason of which it has been called.

8.4.4. Notice for Emergency General Meetings:

8.4.4.1. At least 18 hours' notice specifying date, time, chairperson and venue of an emergency general meeting must be given visibly.

8.4.5. Constrictions on business in Emergency General Meetings:

8.4.5.1. Emergency General Meetings shall not be competent to transact any financial business, amend the Bye Law or confirm any minutes of previous meetings.

8.4.6 Business shall be conducted following the same procedures as a general meeting, including for voting and quoracy.

## **9. JCR EXEC, LUSU AND NUS ELECTIONS**

9.1. The JCR Chair & Democracy Officer will act as the College Acting Returning Officer on behalf of the LUSU CRO. In circumstances where the JCR Chair & Democracy Officer cannot act as the Acting Returning Officer for the JCR, the President will fulfil the role. Failing this, the LUSU CRO will advise the JCR Exec as to the appropriate course of action.

9.2 Elections must be run in line with the LUSU Elections Regulations.

## **10. DISCIPLINARY PROCEDURES**

10.1. Failure of Officers to carry out responsibilities conferred on them by the bye laws or by the resolution of the General Meetings, without reasonable excuse, is sufficient grounds for review and grounds for disciplinary action.

10.2. The Officer under disciplinary action is allowed to voice his or her concerns, however, won't partake or count towards any voting practices regarding the disciplinary decision.

10.3. The offending Officer is expected to continue their work on existing projects while under review for disciplinary action.

10.4.1. The President, Vice President: Socials and Events, Vice President: Welfare and the Chair & Democracy Officer shall discuss and decide on an appropriate disciplinary action in relation to the damage caused to the College. Ranging from a verbal warning, to a written warning, to the dismissal of the Officer in question.

10.4.2. A decision requires a simple majority from the aforementioned Exec Officers to pass, if the offending Officer is part of the aforementioned members they do not count towards the vote and decision.

10.4.3. If an agreement is not made after the first round of voting, the Chair & Democracy Officer is conferred double voting rights to establish a simple majority.

10.4.4. The disciplinary decision taken in 10.4.3. will be communicated to the offending Officer by the Chair & Democracy Officer and the President (or Vice President: Welfare in the case the President or Chair & Democracy Officer is the offending officer).

10.5. Officers who have been recognised as inactive by any other three officers, without reasonable excuse, is sufficient grounds for disciplinary, following the procedure from 10.4.1.

10.6. Any three Officers or ten JCR members may start disciplinary proceedings by writing a joint complaint to the Chair & Democracy Officer with reason and evidence for action against an Officer. If the Officer concerned is the Chair & Democracy Officer, then the complaint should be made to the President. The disciplinary proceeding follows the procedure from 10.4.1.

10.7. The JCR Exec requires a minimum of three out of the four positions in 10.4.1 to follow the normal disciplinary proceedings. If the requirement is not met, a discussion and decision is taken by the whole JCR Exec, excepting the offending officer, seeking to achieve a three-fifth majority. The decision follows the steps from 10.4.3 then 10.4.4 for the disciplinary process to be finalised.

10.8. JCR Exec members may be removed from office through the passing of a vote of no-confidence (VNC) at a JCR general meeting and achieving a two-thirds majority. The officer in question does not partake in the vote and does not count towards the two-thirds majority

10.9. JCR Exec members may be removed from office through the University's Student Discipline Regulations.

## **11. Finance**

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

11.2. As per LUSU financial regulations, there shall be four signatories of the JCR Exec account. These shall be the following:

11.2.1. President;

11.2.2. Chair & Democracy Officer;

11.2.3. Vice President: Socials and Events;

11.2.4. Vice President: Welfare;

11.2.5. Socials Officer

11.3 A budget of estimates for the coming year's expenditure shall, by the start of the Michaelmas term, be drawn up by the Chair & Democracy Officer and presented in writing to a JCR Exec meeting for approval.

## **12. WELCOME WEEK**

12.1. The week immediately preceding the start of the Michaelmas Term shall be known as Welcome Week and shall facilitate the integration of new members of the College into all aspects of university life.

12.2. There shall be a number of members of the JCR selected by interview as Fylde Reps. The number of JCR members and the make-up of the interview panel shall be at the discretion of the President after consultation with the JCR Exec.

## **14. THE TITANS COMMITTEE**

14.1. There shall be an annual sporting competition, including various events, between County and Fylde Colleges called 'Titans'.

14.2. All JCR, SCR and Alumni members of the College shall be eligible to compete.

14.3. The event shall take place every year on a pre-determined date jointly agreed on by Fylde JCR, County JCR and LUSU.

14.4. A Titans Committee will meet weekly from the date Titans is announced to when Titans is executed. The Committee shall consist of the Presidents and Sports Officers from both Colleges.

## **15. EXTRAV COMMITTEE**

15.1 There shall be an annual social event held in week 30 that will be organised in collaboration with LUSU called 'Extrav'.

15.2 The Extrav Committee will be made up of the Vice President: Socials and Events, Socials Officers and any other JCR Officers who wish to. There will also be a call out for applicants in Lent term for JCR members to join.

15.3 This committee will meet fortnightly from week 15 and weekly from week 21.

15.4 The theme for Extrav will be decided by a majority vote of this committee by no later than week 20.