

Pendle College JCR Executive Terms of Reference

1. Definitions

- 1.1. This document shall refer to Pendle College as 'the college'.
- 1.2. This document shall refer to Lancaster University Students' Union as 'LUSU'.
- 1.3. This document shall refer to the JCR Executive committee as 'the Exec' and to the JCR Executive Officers as 'officers'.
- 1.4. This document shall refer to members of Pendle College JCR, as defined in this bye-law, as 'the college members'.
- 1.5. This document shall refer to Pendle JCR General Meetings as 'General Meetings'.
- 1.6. This document shall refer to Pendle JCR Executive Committee Meetings as 'Exec Meetings'.
- 1.7. This document shall refer to the Pendle College Extravaganza as 'Extrav'.

2. Status

- 2.1. Pendle College JCR Executive is a standing committee of Lancaster University Students' Union with permanent delegated powers but subject to the constraints laid out in the LUSU Articles of Association.
- 2.2. Pendle College JCR Executive Committee is the autonomous representative of Lancaster University Pendle College students.

3. JCR Membership

- 3.1. The membership of Pendle College JCR, herein referred to as the college members, shall comprise all undergraduate students registered as members of the college, unless they have opted out of LUSU.
- 3.2. The college members have the right to vote and stand in Pendle JCR Executive elections.
- 3.3. The college members shall have the right to speak and vote at General Meetings and Emergency General Meetings, and to propose and second motions at both.
- 3.4. The College members have the right to be represented by the Exec.
- 3.5. A college member has the right to join any committee set up by the JCR Executive.

4. The JCR Executive

- 4.1. All JCR Executive Officers, herein referred to as officers, shall take office from the 1st of January following the term in which they are elected into the officer position, or immediately in the case of a co-option or bye-election.
- 4.2. All JCR Executive Officers will be elected in Michaelmas term, except in the case of a co-option or bye-election.
- 4.3. No college member may simultaneously hold more than one officer position on the Executive Committee or simultaneously hold an officer position on the Executive Committee and a LUSU Full-Time Officer position. Before nomination to another position the officer must resign their present post if the two would be concurrent.
- 4.4. An officer may resign at any time by submitting a written resignation to the President. If the officer resigning is the President the written resignation must be submitted to the LUSU Vice President Union Development.
- 4.5. The President shall have the option to suspend an officer without warning if they are absent, without submitting acceptable apologies, from three consecutive meetings or councils that are included in their remit, which includes JCR Executive meetings.
- 4.6. General Responsibilities:
 - 4.6.1. All officers shall be mandated to fulfil the following general responsibilities:
 - 4.6.1.1. Undertake their duties in a conscientious and professional manner representing the interests of Pendle College members at all times;
 - 4.6.1.2. Represent the JCR Executive in a positive light to the college members through their actions and decisions;

- 4.6.1.3. Adhere to the LUSU Articles of Association, Byelaws, and any other relevant policy as set out in the Student Groups Byelaw;
- 4.6.1.4. Adhere to the policies of the JCR Executive;
- 4.6.1.5. Act to demonstrate a positive image of the college and its members at all times;
- 4.6.1.6. Attend or submit acceptable apologies to the JCR Executive meetings, the Pendle College Council ex officio, the Pendle College Syndicate ex officio, and all LUSU committees and meetings included in their remit;
- 4.6.1.7. Manage the resources and equipment of Pendle College JCR and maintain the JCR Executive storage room and office;
- 4.6.1.8. Take responsibility as the JCR Executive for the official JCR media;
- 4.6.1.9. Support and assist other officers in their duties where required.
- 4.6.2. Officers are required to undertake any appropriate training in their remit. These trainings include but are not limited to:
 - 4.6.2.1. Finance training (run by the LUSU Finance department);
 - 4.6.2.2. Data protection training and subsequently be granted access to UnionCloud;
 - 4.6.2.3. Food safety course (run by LUSU);
 - 4.6.2.4. Duty of Care (run by LUSU).
- 4.6.3. Officers may own a key (upon leaving a deposit) for the JCR Executive Office and Store Room, at the discretion of the College Manager.

4.7. JCR Executive Officer Positions

- 4.7.1. The Executive Committee will have 15 officer positions as defined in this section.

4.7.2. The President

- 4.7.2.1. Shall be the primary representative of the college members and shall have a broad ranging briefing in all areas of college activity;
- 4.7.2.2. Shall act as liaison between the college and LUSU, the University, the SCR, and other colleges;
- 4.7.2.3. Shall organise the Executive and ensure that all Executive Officers fulfil their duties and responsibilities;
- 4.7.2.4. Shall act as chair whenever the Democracy and Finance Officer is unable to fulfil their duties;
- 4.7.2.5. Shall represent the college on University committees as necessary;
- 4.7.2.6. Shall authorise the content of the official JCR media to ensure that it follows LUSU byelaws and does not leave the college open to legal proceedings;
- 4.7.2.7. Shall be a co-chair of College Council alongside the College Principal;
- 4.7.2.8. Shall have responsibility for the organisation and the running of Welcome Week activities and Winter Ball;
- 4.7.2.9. Shall be responsible for ensuring the suitable provision of college facilities for all members of the college;
- 4.7.2.10. Shall be responsible for ensuring that any residence issues are voiced by the JCR Executive;
- 4.7.2.11. Shall have general responsibility to ensure all committees chaired by other officers take place according to the rules on committees stated in this byelaw.

4.7.3. The Vice President: Events

- 4.7.3.1. Shall liaise with the President and support them in their duties where required;
- 4.7.3.2. Shall be the primary coordinator of the social, sporting, and entertainment life of the college, working with the Events Officers and the Sports Officers;
- 4.7.3.3. Shall form a consolidated events calendar at the start of each term;
- 4.7.3.4. Shall be responsible for the organisation and the running of Extrav;
- 4.7.3.5. Shall attend LUSU Extrav meetings and where necessary observe at relevant committees;

4.7.3.6. Shall monitor the activities of the Events Officers, the Sport Officers and the Audio-Visual Technician and report to the JCR Executive on relevant issues that they feel are of concern;

4.7.3.7. Shall ensure all events team JCR committee meetings take place under the rules stated by this byelaw.

4.7.4. The Vice President: Well-being and Education

4.7.4.1. Shall liaise with the President and support them in their duties where required;

4.7.4.2. Shall be the primary facilitator of the equality, welfare, well-being and diversity of all college members;

4.7.4.3. Shall coordinate the campaigns organised by the Well-being Officers and the Community and Inclusion Officer;

4.7.4.4. Shall monitor the activities of the Well-being Officers and the Community and Inclusion Officer, and report to the JCR Executive on relevant issues that they feel are of concern;

4.7.4.5. Shall be responsible for promoting diversity and representing the interests of groups that could be considered a minority and their protection against all forms of discrimination;

4.7.4.6. Shall be available to college members in a safe and confidential space for at least one hour per week;

4.7.4.7. Shall be responsible for environmental awareness activities within the college;

4.7.4.8. Shall organise campaigns relating to academic issues within the college;

4.7.4.9. Shall represent the educational needs of the college members to LUSU and the University;

4.7.4.10. Shall promote the student support services available to college members;

4.7.4.11. Shall liaise with the College Advisor Team (CAT) and the College Wellbeing Officer.

4.7.5. The Vice President: Media and Engagement

4.7.5.1. Shall liaise with the President and support them in their duties where required;

4.7.5.2. Shall be the primary facilitator of communication between the JCR Executive and the college members and publicity of events, working with the Media and Communications Officers;

4.7.5.3. Shall monitor the activities of the Media and Communications Officers and report to the JCR Executive on relevant issues that they feel are of concern;

4.7.5.4. Shall be the acting editor-in-chief and as such responsible for the editing and distribution of any college news outlets, such as the 'Witch', and the formation of a College News Outlet Committee when appropriate;

4.7.5.5. Shall work with the Welcome Week Committee to produce and publish information regarding Welcome Week to incoming Pendle Students;

4.7.5.6. Shall work with the 'Extrav' Committee to produce and publish promotional material for the event;

4.7.5.7. Shall be responsible for the Pendle camera and ensure pictures are taken when necessary;

4.7.5.8. Shall work with the College Manager to ensure the Pendle College website remains updated;

4.7.5.9. Shall organise awareness campaigns to encourage student participation in college elections, campus elections and broader political activities, and shall assist the Democracy and Finance Officer in promoting college elections.

4.7.6. The Democracy and Finance Officer

4.7.6.1. Shall chair and mediate Executive Meetings, General Meetings, and Emergency General Meetings, and produce and distribute the agenda for each;

4.7.6.2. Must at all times remain neutral and impartial while conducting their duties;

- 4.7.6.3. Shall ensure that minutes of all meetings are taken, and ratified within the following week by all JCR Executive members present;
- 4.7.6.4. Shall adjudicate these Terms at their own discretion unless directed otherwise by the Union Assembly;
- 4.7.6.5. Shall maintain good order of JCR finances and give regular budget updates in Executive Meetings;
- 4.7.6.6. Shall maintain an updated account of all financial transactions and check accounts presented by the LUSU Finance Office;
- 4.7.6.7. Shall advise the Executive on expenditure and if necessary prohibit any transaction that is not viable;
- 4.7.6.8. Shall be responsible for instilling encouragement of engagement of college members in the democratic process at a college, campus, and wider level;
- 4.7.6.9. Shall work with the Media and Communications Officers to organise awareness campaigns to encourage student participation in college elections, campus elections, and broader political activities;
- 4.7.6.10. Shall attend LUSU Democracy Committee and liaise with relevant LUSU Officers on issues of democratic importance that have been raised and report to the JCR Executive;
- 4.7.6.11. Should the Democracy and Finance Officer leave, or not be present, for any reason there will be a line of succession as acting Democracy and Finance Officer. This will be President, VP Events, VP Well-being and Education, VP Media and Engagement and then any other officer volunteering for the role. Each of these officers may nominate another officer to take on the role.

4.7.7. The Events Officers (two)

- 4.7.7.1. Shall be responsible for organising a broad range of social events and entertainment catering for the range of college members;
- 4.7.7.2. Shall be responsible for ensuring safe events that comply with all relevant regulations, including university regulations;
- 4.7.7.3. Shall liaise with the Media and Communications Officers to ensure social events are widely publicised;
- 4.7.7.4. Shall organise the 'Pendle Live' music event;
- 4.7.7.5. Shall attend the LUSU Social and Events Group Committee and report to the Vice President: Events;
- 4.7.7.6. Shall attend all events committee meetings and take minutes, and work with the Vice President: Events when considering motions discussed at events committee meetings.

4.7.8. The Sports Officers (two)

- 4.7.8.1. Shall promote and encourage participation in sport within the college;
- 4.7.8.2. Shall organise and promote both intercollegiate and college league teams, ensuring that sport is accessible for all;
- 4.7.8.3. Shall liaise with all college team captains and the relevant LUSU Sport Officers;
- 4.7.8.4. Shall be responsible for the planning and execution of the 'Warriors Shield' and the 'Carter Shield' in conjunction with the President and officers of other colleges;
- 4.7.8.5. Shall attend all relevant LUSU committees and report to the Vice President: Events;
- 4.7.8.6. Shall chair the Sports Committee, and nominate one person to take minutes and consider motions discussed at sports committee meetings when carrying out their duties;
- 4.7.8.7. Shall be responsible for the planning and execution of the 'Pendle Cup';
- 4.7.8.8. Shall be responsible for the organisation and execution of the annual Pendle Sports Awards evening.

4.7.9. The Media and Communications Officers (two)

- 4.7.9.1. Shall work with the Vice President: Media and Engagement to facilitate communication between the JCR Executive and the college members;
- 4.7.9.2 Shall assist the Vice President: Media and Engagement with the production and distribution of any college news outlets, such as the 'Witch';
- 4.7.9.3. Shall fully utilise the college residence notice boards and the college's social media channels to communicate events, news, and JCR Exec activities to the college members;
- 4.7.9.4. Shall be responsible for publicising social, sporting, and entertainment events to all current college members and shall assist with the promotion of welfare and well-being campaigns where required;
- 4.7.9.5. Shall be responsible for responding to messages received on the Pendle College Facebook page, and any other social media platform excluding WeChat.

4.7.10. The Well-being Officers (two)

- 4.7.10.1. One of the positions shall be held by a self-defining man;
- 4.7.10.2. One of the positions shall be held by a self-defining woman;
- 4.7.10.3. Shall organise campaigns relating to the welfare and well-being of college members;
- 4.7.10.4. Shall be available to college members in a safe and confidential space for at least one hour per week;
- 4.7.10.5. Shall work with the events team to organise events which support their campaigns.

4.7.11. The Community and Inclusion Officer

- 4.7.11.1. Shall be responsible for promoting the interests of and catering for the welfare and well-being of international and overseas, LGBTQ+ and disabled students and any other minority group as well as promoting their diversity and involvement in the college;
- 4.7.11.2. Shall organise campaigns relating to international, LGBTQ+ and disabled students and diversity within the college;
- 4.7.11.3. Shall be available to all college members in a safe and confidential space for at least one hour per week;
- 4.7.11.4. Shall chair the Community and Inclusion Committee, and shall refer to motions discussed in meetings when carrying out their duties;
- 4.7.11.5. Shall be responsible for managing and updating the college WeChat account;
- 4.7.11.6. Shall work with the events team, and the Community and Inclusion committee to organise events aimed at international, LGBTQ+ and disabled students.

4.7.12. The Audio-Visual Technician

- 4.7.12.1. Shall maintain and operate all of the audio-visual technology belonging to the college and be responsible for hiring out further electrical equipment if necessary;
- 4.7.12.2. Shall be responsible for the safe setting up, taking down, and storage of the college's PA kit at any Pendle events in which it is used;
- 4.7.12.3. Shall work closely with the Events Team on all in house events including Pendle Live;
- 4.7.12.4. Shall ensure any equipment loaned out is recorded correctly and any damage incurred is reported to the appropriate LUSU officer.

5. Meetings

5.1. JCR Executive Committee Meetings are meetings where the Exec discuss and make policy on matters relating to the college.

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.

5.3. Exec Meetings

- 5.3.1. Exec Meetings will be held on a weekly basis at a time and location that is suitable to a majority of officers.
- 5.3.2. Exec Meetings will be chaired by the Democracy and Finance Officer; therefore the Democracy and Finance Officer shall not have a vote unless the vote is tied, in which case they shall exercise the casting vote.
- 5.3.3. Minutes must be taken of all meetings. The responsibility for taking minutes lies with the Democracy and Finance Officer.
- 5.3.4. Business and voting will be conducted in a manner set out for LUSU councils and committees.
- 5.3.5. Votes will be carried by a simple majority through a private, but not anonymous, vote.
- 5.3.6. The agenda for the meetings, along with minutes from the previous meeting, will be made available by the Democracy and Finance Officer on an appropriate online forum.
- 5.3.7. All officers are expected to attend all Exec Meetings unless reasonable apologies are submitted to the Democracy and Finance Officer.

5.4. General Meetings

- 5.4.1. A General Meeting may be called at any time and an Annual General Meeting must be held once a year with JCR Officer Reports on the agenda.
- 5.4.2. General Meetings shall be called by the Democracy and Finance Officer or the President, at a time and location determined by the Democracy and Finance Officer.
- 5.4.3. General Meetings shall be chaired by the Democracy and Finance Officer or, in their absence, the President.
- 5.4.4. Minutes must be taken of all meetings. The responsibility for taking minutes lies with the Democracy and Finance Officer.
- 5.4.5. All decisions of General Meetings, except on votes of no confidence, suspension, co-option to office, and amendments to these Terms, shall be by a simple majority.
- 5.4.6. Votes of no confidence, suspension, co-option to office, and amendments to this byelaw shall be by a 70% majority of the meeting, and must be on the agenda of a General Meeting.
- 5.4.7. The quorum for a General Meeting shall be 30 members of Pendle College JCR.
- 5.4.8. Matters discussed in 'any other business' cannot reverse decisions taken earlier in the meeting.
- 5.4.9. At least seven days' notice specifying date, time, and venue of a General Meeting must be given. In case of amendments to these Terms, suspension of an officer, co-option of a member to an Exec position, or a proposed vote of no confidence, details of business must be given with the notice for the General Meeting.
- 5.4.10. Business or motions should be submitted to the Democracy and Finance Officer at least two days prior to the meeting.
- 5.4.11. The agenda for the meeting must be posted visibly at least 24 hours in advance.

5.5. Emergency General Meetings

- 5.5.1. Emergency General Meetings can be called by the Democracy and Finance Officer, the President, or by petition of 30 members of Pendle JCR. No less than 24 hours' notice must be given for such a meeting and it shall be widely publicised around the college, specifying the business to be transacted and the date, time, and location.
- 5.5.2. Emergency General Meetings shall be chaired and minutes taken following the same procedure as General Meetings.
- 5.5.3. An Emergency General Meeting can only discuss and vote upon the matter for which the meeting has been called.
- 5.5.4. The quorum of an Emergency General Meeting shall be 30 Pendle College JCR members.

6. Finance

- 6.1. Financial matters of Pendle JCR Executive shall be dealt with as set out in the LUSU Financial Regulations.

6.2. The JCR Executive financial budget shall be set by the end of summer term by the Democracy and Finance Officer in conjunction with the President and both Vice Presidents and approved at a JCR Executive Meeting.

6.3. The ordinary signatories of the JCR Executive account with LUSU must include, but are not necessarily limited to, the President, the Democracy and Finance Officer, the Vice President: Events, the Vice President: Well-being and Education and the Vice President: Media and Engagement.

6.3.1. Unless infeasible each Vice President should only sign for matters within their specific area.

7. Elections

7.1. The running of all elections shall be the responsibility of the JCR Executive with the Democracy and Finance Officer acting as Returning Officer (RO) for the college. In circumstances where the Democracy and Finance Officer cannot act as RO, the JCR Executive will vote on an appropriate substitute.

7.2. Hustings will follow the procedure adopted for LUSU Full-Time Officer Hustings.

7.3. Elections procedures for all elections shall observe and adhere to the LUSU Elections Byelaw.

Where matters concerning elections are not stated in the Byelaw, the Democracy and Finance Officer shall decide on the appropriate course of action.

7.4. Should any candidate not adhere to elections procedures in these Terms or the Elections Byelaw, the Democracy and Finance Officer can disqualify them from running in the election.

7.5. The vote of a co-option is a simple majority and voting privileges are limited to the Exec, and shall immediately proceed the hustings of candidates, which will be in the presence of the Exec alone.

7.6. The vote of a by-election will be conducted by LUSU, following the procedure adopted for ordinary Pendle JCR Executive elections.

8. Disciplinary and Complaints

8.1. Disciplinary Procedures

8.1.1. Gross misconduct or failure of officers to carry out responsibilities conferred on them by this byelaw or by resolutions of Executive or General Meetings, without reasonable excuse, is sufficient grounds for suspension or vote of no confidence of the officer concerned.

8.1.2. The President has the power to take disciplinary action against another officer on the grounds defined in 8.1.1. In the first instance a written warning must be given. If no reasonable response is received or the officer persists in their actions, then the officer shall be suspended. If the officer concerned is the President, then disciplinary procedures shall be carried out by a Vice President with four other officers.

8.1.3. Suspension shall mean that an officer is prevented from carrying out their duties, sitting at the Exec Meetings, having access to the JCR Executive funds, or the JCR Executive Office.

8.1.4. The suspension of an officer will remain until the next General Meeting where it can either be upheld or removed. If the suspension is removed then the officer will be returned to normal duties. If the officer in question fails to attend the General Meeting without reasonable excuse, they shall be deemed to have resigned.

8.2. Complaints Procedures

8.2.1. Complaints about the running of the Pendle JCR Executive or the actions of its officers should be made in writing to the President or if about the President then to a Vice President and the Vice President Union Development.

8.2.2. All complaints should be dealt with following the procedures outlined in the LUSU Articles of Association.

9. Committees

9.1. Pendle JCR executive may convene committees, when needed, to achieve the Exec's purpose.

9.2. All committees shall have a JCR Executive convener Chairperson who shall be responsible for the operation of that sub-committee.

9.3. Any members of the Pendle College JCR, including officers, can join a committee without election.

9.4. Sub-committees shall adopt the same procedures and standing orders as used for JCR Executive Meetings and shall have the delegated authority of the JCR Executive within their remit and budget allocation, providing that the actions of the sub-committee do not contradict the policies of Pendle JCR Executive or LUSU.

9.5. Pendle JCR Executive may convene the following committees:

9.5.1. Welcome Week Committee

9.5.2. 'Extrav' Committee

9.5.3. Sports Committee

9.5.4. Welfare Committee

9.5.5. Community and Inclusion Committee

9.5.6. College News Outlet Committee.

10. Terms of Reference Amendments and Review

10.1. Amendments to these Terms shall be made following the motion being carried at a Pendle JCR General Meeting and ratification by the LUSU Union Assembly. Changes will not come into operation until ratified by the Assembly.

10.2. A review of this byelaw shall be carried out once a year by the President, who shall consider comments and additions from the entire JCR Executive and any college members. Any changes made will be approved and ratified as above.