

FYLDE COLLEGE JCR EXEC BY-LAW

1. STATUS

1.1. Fylde Junior Common Room Executive is a standing committee of Lancaster University Students' Union as outlined in Section 10 of the LUSU Constitution, with its purposes defined in Section 10 of the said Constitution. Fylde Junior Common Room Executive is the representative of Lancaster University Fylde College Students.

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. Officers shall be full members, and have the rights listed in 4.2 – 4.5 or honorary members who shall have speaking rights at JCR meetings.

3. COLLEGE BY-LAW

3.1. This By-Law may be freely changed by a College General Meeting. This shall become a By-Law of the LUSU constitution with the ratification of LUSU Council.

3.2. The Chair 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 VP (Events and Democracy.)

3.3. Amendments and clarifications of this By-Law are not grounds for appeal against prior decisions.

4. THE JUNIOR COMMON ROOM

4.1. All undergraduate students registered as members of the College shall automatically be members of the JCR.

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 General Meetings.

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. 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 and the Chair.

5.3. Should the President wish to resign, the written resignation must be submitted to the Chair and the LUSU President. An Emergency General Meeting should then be called.

6. JCR EXEC STANDING MANDATES

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

6.2. The Officers of the JCR Exec have a duty of care to the members of the JCR and are morally responsible for their welfare.

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

6.4. Each Officer must attend the relevant LUSU committee meetings as delegated by this document or the President.

6.5. Every Officer should attend College socials and events unless a reasonable apology is submitted to the organiser before the start of the event.

6.6. Every Officer must be present during Winter Officer Conference, Extrav, Freshers Week and Winter Ball.

6.7. Every Officer must attend Fylde College Management Committee and Fylde College Syndicate unless reasonable apologies are submitted to the College Administrator prior to the meeting.

7. THE JCR EXEC POSITIONS

7.1. The President

7.1.1. Shall be the representation of the JCR at LUSU;

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. Shall represent the JCR on the LUSU Council, Presidents Committee and at any other committees which are agreed by LUSU Council at the beginning of the term of office;

7.1.5. Shall ensure Officers comply with their duties as set out in this By-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 Freshers Week.

7.1.7. Shall mandate, after consultation either the Vice President: Social and Events or the Vice President: Welfare to act as President in his/her absence;

7.1.8. Shall mandate, after consultation, either the Vice President: Social and Events or the Vice President: Welfare to attend LUSU Council on behalf of the JCR Exec;

7.1.9. 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: Social and Events

7.2.1. Shall assist the President in their duties and deputise for the President when requested;

7.2.2. Shall represent the JCR on Social and Events Group and LUSU Council if mandated by the President;

7.2.3. Shall be ultimately responsible for the organisation of Extrav;

7.2.4. Shall be ultimately responsible for the organisation of the Winter Ball alongside the Social and Events Officers;

7.2.5. Shall be a signatory of the JCR Exec;

7.2.6. Shall be responsible for leading the Social and Events Officers as a Social and Events team;

7.2.7. Shall hold an overall responsibility for the maintenance of audio and visual equipment;

7.2.8. Shall liaise closely with the LUSU VP (events and Democracy) on the organisation of socials and events;

7.2.9. Shall liaise closely with the Social and Events team to organise regular socials and events throughout the academic year including a range of non-alcoholic socials and events.

7.2.10. Shall liaise closely with the Publicity Officer and Communications Officer on the publicity of College and LUSU socials and events;

7.2.11. Shall liaise closely with the President and Treasurer on all financial aspects of College socials and events.

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 represent the JCR on LUSU Academic Council, LUSU EWD Council and LUSU Council if mandated by the President;

7.3.3. Shall liaise closely with the LUSU VP EWD and LUSU VP Academic;

7.3.4. Shall be responsible for the welfare of Officers;

7.3.5. Shall be responsible for leading the Academic Officer, Welfare Officers and International Officer as a Welfare team;

7.3.6. Shall mandate, after consultation, one of any of the Officers listed in 7.3.5 to attend the following committees:

7.3.7. LUSU Green Committee

7.3.8. LGBTQ* Association meetings

7.3.9. Shall be responsible for all welfare campaigns and events within the College;

7.3.10. Shall be responsible for allocating the Fylde Scholarship Fund alongside the Academic Officer and College Senior Advisor.

7.4. The Chair

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;

7.4.3. Shall attend LUSU Election Subcommittee and shall run elections within the college ensuring adherence to the LUSU Constitution and the fair conduct of all candidates;

7.4.4. Shall be responsible for the elections, JCR Exec meetings and General Meetings;

7.4.5. Shall be ultimately responsible for the interpretation and dissemination of this By-Law as set out above;

7.4.6. Shall hold an up-to-date copy of this By-Law which should be produced to any member of the College who requests one;

7.4.7. Shall be responsible for the discipline of Officers.

7.5. The Communications Officer

7.5.1. Shall be responsible for the public image of the JCR and promote its interests at all levels;

7.5.2. Shall, in conjunction with the Publicity Officer, be responsible for the upkeep of notice boards within the College;

7.5.3. Shall be responsible for the maintenance and development of the JCR's digital media. This includes but is not exclusive to the JCR Exec website and JCR social media accounts;

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

7.5.5. Shall work closely but not exclusively with the Publicity Officer in maintaining the public image of the JCR and the promotion of its interests;

7.5.6. Shall attend the Media and Communications Subcommittee.

7.6. The Publicity Officer

7.6.1. Shall be responsible for the publicising of all JCR activities and events;

7.6.2. Shall, in conjunction with the Communications Officer, be responsible for the upkeep of notice boards within the College;

7.6.3. Should help publicise and promote all JCR campaigns in conjunction with the appropriate Officers;

7.6.4. Shall work closely but not exclusively with the Communications Officer when publicising activities, events and campaigns;

7.6.5. Shall attend the Media and Communications Subcommittee.

7.7. The Sports Officers (2 Positions)

7.7.1. Shall be responsible for the organisation of College sporting activities;

7.7.2. Shall be responsible for promoting Inter College sports events within the JCR;

7.7.3. Shall be responsible for organising trials and teams for Inter College events, and ensure there are captains who shall organise all bar sports, football teams and netball teams;

7.7.4. Shall liaise with all College captains, the Sports Association and attend all Inter College Committee meetings;

7.7.5. Shall be subject to disciplinary procedures should the College not field a team for an event;

7.7.6. Shall be responsible for the games machines in the JCR, ensuring all faults are reported and general upkeep of the machines;

7.7.7. There shall be two Sports Officers who are both elected in a separate ballot in the same contest;

7.7.8. Shall have their term of office running in line with the Carter Shield year;

7.7.9. Shall be partly responsible for the organisation and running of the Legends Shield.

7.8. The Social and Events Officers (2 Positions)

7.8.1. Shall have joint responsibility with the Vice President: Social and Events for the organisation of a broad range of regular social events for the JCR;

7.8.2. Shall be responsible for producing a social calendar each term with the Vice President: Social and Events whilst working within the guidelines of the budget for social events;

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

7.8.4. Shall be responsible for the organisation of the College Winter Ball;

7.8.5. Shall represent the College on LUSU Social and Events Group;

7.8.6. Shall be responsible for liaising with the Fylde DPS in the organisation of socials and events;

7.8.7. Shall be held by 2 Officers who are each elected separately within the same contest.

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

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

7.9. The Treasurer

7.9.1. 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;

7.9.2. Shall work closely with the VP Socials and Events, and the Socials and Events Officers on the finances of JCR socials and events including but not exclusive to; Christmas Ball and Fylde Extrav;

7.9.3. Shall act as Minutes Secretary to JCR Exec meetings and General Meetings;

7.9.4. Shall be responsible for the distribution of minutes to Officers;

7.10. The Welfare Officers (2 Positions)

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

7.10.2. 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;

7.10.3. Shall liaise with the Vice President: Welfare and LUSU VP (EWD) and other appropriate LUSU Officers;

7.10.4. Shall represent the College on LUSU EWD Council;

7.10.5. Shall be held by one male and one female Officer who are each elected separately.

7.11. The International Officer

7.11.1. 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;

7.11.2. 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.

7.11.3. Shall liaise with the Vice President: Welfare and appropriate LUSU Officers.

7.12. The Academic Officer

7.12.1. Shall be responsible for campaigning for the academic rights of all students within the college;

7.12.2. Shall be responsible for co-ordinating and facilitating academic campaigns to raise awareness of academic rights and issues;

7.12.3. Shall liaise with the Vice President: Welfare and LUSU VP Academic as well as other appropriate LUSU Officers;

7.12.4. Shall represent the College on LUSU Academic Council;

7.12.5. Shall regularly meet with the College Senior Advisor to discuss Academic issues;

7.12.6. Shall be responsible for promoting and encouraging activities and events aimed at increasing the future employability of the student body;

7.12.6. Shall be responsible for allocating the Fylde Scholarship Fund alongside the Vice President: Welfare and College Senior Advisor;

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.

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 as defined in Schedule D: By-Law 17 of the LUSU Constitution.

8.2.2. If at any point the Chair is vacant, one of the Vice Presidents are elected by the JCR Exec to take the Chair.

8.2.3. Quorum of a JCR Exec meeting shall be over half of voting Officers.

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.

8.3. 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. Any request for a General Meeting should be made to the Chair in writing.

8.3.3. In the absence of the Chair, 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. The Treasurer shall act as Minutes secretary. In the absence of the treasurer an Officer shall be elected to act as Minutes Secretary.

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.

8.3.7.2. In the case of amendments to the By-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.

8.3.8. Voting and Quorum

8.3.8.1. Quorum of a General Meeting shall be 32 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.

8.3.9. 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 as a result of a majority vote.

8.4. Emergency General Meetings

8.4.1. Emergency General Meetings may be called by the President, at least 7 Officers in writing to the JCR Chair, 20 JCR members in writing to the JCR Chair or under the circumstances stated in section 5.3.

8.4.2. Emergency General Meetings shall be ran 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.

8.4.3. Notice for Emergency General Meetings

8.4.3.1. There is no specific requirement for notice for an Emergency General Meeting.

8.4.4. Constrictions on business in Emergency General Meetings

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

9. JCR EXEC, LUSU AND NUS ELECTIONS

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

9.2. The running of all JCR Exec elections shall be the ultimate responsibility of the Acting Returning Officer who shall work with the LUSU Elections Subcommittee in the organisation of elections.

9.3. Any complaints about the running of, or candidates in, elections must be made within 48 hours to the Acting Returning Officer. The Acting Returning Officer must then conduct an investigation with the advice and guidance of the LUSU CRO.

9.4. Any decisions made by the Acting Returning Officer can be appealed to the LUSU Elections Subcommittee whose decision is final.

10. DISCIPLINARY PROCEDURES

10.1. Failure of Officers to carry out responsibilities conferred on them by this By-Law or by resolutions of General Meetings, without reasonable excuse, is sufficient grounds for disciplinary procedures;

10.2. Any three Officers may start disciplinary proceedings by writing a joint complaint to the Chair with reason and evidence for action against an Officer. If the Officer concerned is the Chair, then the complaint should be made to the President.

10.3. Once a valid complaint is received, the chair must meet with the president (or Vice President: welfare in the case of the President being the offending Officer) and the Officer concerned and deliver a verbal warning.

10.4. If no reasonable response is received to the verbal warning, or if the actions persist, then the Chair, with the President (or Vice President: Welfare in the case of the President being the offending Officer), must deliver a written warning.

10.5. If no reasonable response is received to the written warning, or if the actions persist, then the Chair, with the President (or Vice President: Welfare in the case of the President being the offending Officer), must temporarily suspend the offending Officer.

10.6. The President or Chair may issue a written warning or suspend an Officer at their discretion without following the procedures in 10.2-10.4 if they deem it necessary. This warning may be overturned by a simple majority of the Exec.

10.7. A suspended Officer must cease to continue in their duties, will no longer be allowed to enter the JCR Exec Office and will have all administrative rights removed.

10.8. A suspended Officer who has their suspension ratified by a General Meeting shall be removed from office.

11. CO OPTION

11.1. Members of the JCR may be co-opted to fill any vacant position on the JCR Exec.

11.2. Vacancies must be advertised for at least 7 days and JCR members who show interest must contact the Chair to register their interest.

11.3. If there is only one candidate for co-option they may be co-opted by a simple majority of the JCR Exec meeting.

11.4. 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.

11.5. 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.

12. FRESHERS' WEEK

12.1. The week immediately preceding the start of the Michaelmas Term shall be known as Freshers' 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 Freshers' 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.

13. THE FYLDE SCHOLARSHIP FUND

13.1. The JCR shall contribute a fee of £200 a term towards the Fylde College Scholarship Fund;

13.2. This fee may be freely changed by an agreement between the President and the College Principle, or by alteration at a General Meeting;

13.3. Awards from the Scholarship Fund will be to undergraduates for project or dissertation work relevant to their degree studies that imposes financial demands outside normal expectations or to any student wishing to attend a conference, workshop or course relating to their academic work;

13.4. The Fund shall not be used to replace normal departmental support for the activities listed above and the fund cannot be used to subsidise intercontinental travel on University exchange or Socrates schemes;

13.5. The College Senior Advisor, Vice President: Welfare and the Academic Officer shall be jointly responsible for:

13.5.1. Promoting the Fund;

13.5.2. Deciding an application process for the Fund;

13.5.3. Agreeing how the Fund shall be allocated;

13.5.4. Monitoring the use of the Fund.

14. THE LEGENDS SHIELD COMMITTEE

14.1. There shall be an annual sporting competition, including various events, between County, Fylde, Grizedale and Pendle Colleges called 'The Legends Shield';

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

14.3. The event shall take place on the weekend of week 29;

14.4. A Legends Committee will meet fortnightly from week 15 and weekly from week 20. The Committee shall consist of the President, Sports Officers.