

GRIZEDALE COLLEGE JCR EXEC BYE LAW

1. STATUS

- 1.1. *Grizedale JCR Exec is a standing committee of Lancaster University Students' Union as outlined in Section 8.3 of LUSU Constitution, with its purposes defined in Section 10 of the said constitution. Grizedale JCR Exec is the autonomous representative of Lancaster University Grizedale Students.*

2. DEFINITIONS

- 2.1. This document shall refer to *Grizedale JCR Exec* as 'JCR Exec'.
- 2.2. This document shall refer to *Lancaster University Students Union* as 'LUSU'.
- 2.3. This document shall refer to *JCR Exec Officers* as 'Officer'.
- 2.4. This document shall refer to *members of Grizedale College* as 'Members'.
- 2.5. This document shall refer to *Grizedale College* as 'The College'.
- 2.6. This document shall refer to *Lancaster Annual General Meetings* as 'General Meetings'.
- 2.7. This document shall refer to *Fresher's week* as 'Intro Week'.

3. CONSTITUTION

- 3.1. This constitution may be freely changed subject to the change's submission as a motion to a *Grizedale General Meeting*, and a majority voting in favour of the motion and shall become a bye-law of the LUSU constitution with the ratification of Union Council.
- 3.2. The *General Secretary* and *President* have the responsibility of making decisions where there are conflicting interpretations of this constitution. 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 General Secretary under the terms of LUSU Constitution.

- 3.3. A constitutional review shall be carried out at the beginning of Lent Term. Any changes will be ratified at the commencement of following academic year, According to Section 10.2 of the LUSU Constitution. This review shall include the entire JCR Exec

4. COLLEGE MEMBERSHIP

- 4.1. All undergraduate students registered as members of the college shall automatically be members of Grizedale, unless they have opted out of LUSU.
- 4.2. Members of Grizedale have the right to vote and stand in JCR Exec elections.
- 4.3. Members of Grizedale shall have the right to speak and vote at Grizedale General Meetings and Emergency General Meetings and to propose and second motions at both.
- 4.4. Members of Grizedale have the right to be represented by the JCR Exec.
- 4.5. Any member of Grizedale has the right to opt out of Grizedale. Any member who does so shall forfeit their rights as mentioned in 4.1 - 4.4
- 4.6. Grizedale 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. Honorary Members have the right to attend Grizedale events, but not to vote, propose motions, stand in elections or take part in the democratic processes in any way.

5. THE JCR EXEC

- 5.1. The JCR Exec shall consist of the officers listed in 5.9.5
- 5.2. The JCR Exec shall have the representation of its members' interests as its remit.

- 5.3. Any members of the JCR Exec may resign but must give notice in writing to the President.
- 5.4. Should the President wish to resign, the written resignation must be submitted to the JCR Exec and the LUSU President.
- 5.5. JCR Exec members shall be deemed to have resigned if they fail to attend three meetings, that this constitution or their job description requires that they attend, in a row without written apologies.
- 5.6. JCR Exec positions will be elected, except in the instance of by-election or co-option, in the Michaelmas Term each year for one year, with the exception of the Sports Reps in 5.9.5.8 who shall be elected in Summer Term for one year.
- 5.7. Members of Grizedale may be co-opted to fill any gaps in the JCR Exec structure. Co-option may be done by a simple majority at a JCR Exec meeting as long as the post has been advertised at the previous JCR Exec meeting, on the JCR Exec website and on the college notice board. The co-option must be confirmed at the next Grizedale General Meeting.

5.8. JCR Exec Standing Mandates

- 5.8.1. All JCR Exec members shall abide by the equal opportunities policies of LUSU and the University and;
- 5.8.2. Shall attend or submit written apologies to, all Grizedale General Meetings, JCR Exec Meetings and LUSU General Meetings.
- 5.8.3. Shall attend, or send apologies to, all University and College Meetings for which they have been appointed.
- 5.8.4. Shall adhere to the LUSU Staff/Student Protocol.
- 5.8.5. Shall abide by the policies of the JCR Exec
- 5.8.6. Shall undertake their duties in a conscientious manner and for the general good of the college members.
- 5.8.7. Shall be responsible for regular liaison with the College.

5.8.8. 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 College SCR to file for future reference.

5.9. The JCR Exec Powers

5.9.1. The JCR Exec shall be responsible for the property of the JCR Exec in all regards.

5.9.2. The JCR Exec shall be judged to represent the view of the college in all matters.

5.9.3. The JCR Exec shall manage all financial aspects of the JCR Exec.

5.9.4. The JCR Exec shall be responsible for organising events and activities of the college.

5.9.5. The JCR Exec Positions

5.9.5.1. The President

5.9.5.2. The Vice President of Academic Affairs

5.9.5.3. The General Secretary

5.9.5.4. The Treasurer

5.9.5.5. The Two Social Secretaries

5.9.5.6. The Web-Based Communication Officer

5.9.5.7. The Non Web-Based Communication Officer

5.9.5.8. The Men's and Women's Equality, Welfare and Diversity Officers

5.9.5.9. The Two Sports Officers

5.9.5.10. The International Officer

5.9.5.11. The AV Tech and DJ

5.9.6. JCR Executive Responsibilities

5.9.6.1. Each executive position shall have a written job description, which lays down expectations and responsibilities.

- 5.9.6.2. Executive job descriptions will be reviewed each year alongside the constitution.
- 5.9.6.3. Executive job descriptions may be modified at any point by a motion passed by simple majority at a quorate Grizedale General Meeting or JCR Exec Meeting.

5.9.7. Removal of Office

- 5.9.7.1. Executive Officers may be removed from office through the passing of motion of no-confidence at a Grizedale General or Emergency General Meeting
- 5.9.7.2. Executive Officers may be removed from office through the disciplinary procedure in section 9 of this constitution.

5.9.8. Officer Remits

- 5.9.8.1. The President: The President is responsible for the JCR Exec's as a whole. This includes the overseeing of JCR Exec finance, campaigns, meetings and socials. Their aim is to best represent the member's views and cater for their needs. The president will be required to attend the following meetings: Presidents Committee, Union Council, JCR Exec, College Syndicate and any more they are later elected on to. They are also responsible for either the Summer Extrav Committee or the Intro Week Committee.
- 5.9.8.2. The Vice President: The Vice President is first and foremost an Academic and Green Officer who will assist the President in their duties when required. They are required to help the members with any academic or green issues and further portray the member's views on any issue that arises. They are required to provide a weekly office hour that is used for members to discuss any academic issues with them. The Vice President must attend the following meetings: Academic Council, Union Council, JCR Exec, Communications and Publicity Committee and Green Committee. They are also responsible for either the Summer Extrav Committee or the Intro

Week Committee. They are also obliged to do poster duty on a rota based system.

- 5.9.8.3. *The General Secretary*; The General Secretary's main responsibilities are to minute JCR Exec meetings and distribute to the JCR Exec, run elections in line with LUSU election policy and Chair General Meetings. They must also review the constitution on Michaelmas Term along with the president and with consultation with the JCR Exec. They are also obliged to do poster duty on a rota based system. They are required to attend the following meetings; JCR Exec meeting and LUSU Election meetings.
- 5.9.8.4. *The Treasurer*: The Treasurer's main responsibility is to collate and organise the JCR Exec's finances. They will in Michaelmas Term produce a new budget with the JCR Exec which will be passed at a General Meeting. They are also responsible to find a College Sports Sponsorship deal at the end of their term of office. This will be a sponsorship that runs from January to January and needs to be in place by December. They are obliged to attend the JCR Exec meeting and also partake in poster duty on a rota based system.
- 5.9.8.5. *The Two Social Secretaries*; The Social Secretaries are responsible for providing a wide range of socials that cater for what the members want. They are expected to seek deals with clubs and pubs that will benefit the members. They will be required to actively seek new deals and review current deals on a termly basis. The meetings that they are required to attend are; Social and Events Group and JCR Exec meetings. They are also obliged to do poster duty on a rota based system.
- 5.9.8.6. *The Web-Based Communication Officer*; The Web-Based Communication Officer is responsible for communicating with the members through Web-Based technologies such as Facebook and Twitter. They are also responsible for the college website and ensuring it is updated on a weekly basis. They

are required to attend the JCR Exec Meeting and also obliged to do poster duty on a rota based system.

- 5.9.8.7. The Non Web-Based Communication Officer: The Non Web-Based Communication Officer is responsible for communications with the member's through Non Web-Based technologies such as posters and flyers. They will be responsible for making posters for all events and for any other purpose the JCR Exec want. They are also required to overlook and edit the college magazine when completed by the non JCR Exec magazine committee. The meetings they are required to attend are the JCR Exec Meeting, Magazine Meeting and. They are also obliged to do poster duty on a rota based system.
- 5.9.8.8. The Men's and Women's Equality, Welfare and Diversity Officers; The Equality, Welfare and Diversity officers are responsible for representing the members and any issue's they have in these three areas. They are required to hold a weekly office hour designed so member's can discuss any issue's they may have and seek advice. The meetings that they are required are EWD Council, Women's Campaign Committee (Women's EWD Officer Only), Student's Rights and Welfare Committee, Equality and Inclusion Committee, LGBTQ and JCR Exec Meetings. They are also obliged to do poster duty on a rota based system.
- 5.9.8.9. The Two Sports Officers: The Sports Officers are responsible for coordinating all college sports. This includes all team captains (football, netball, pool, darts, and dominoes), carter shield teams and the Legends Shield. They are required to attend JCR Exec Meetings and any meeting that LUSU require them to attend for college sports. They are also obliged to do poster duty on a rota based system.
- 5.9.8.10. The International Officer; The International Officer is responsible for representing the international member's views and cater for their needs. They will be required to work alongside the social secretaries and

communication officers to provide events and target advertising to encourage international involvement in the college. They are required to attend the JCR Exec Meeting and Internationalisation and Diversity Committee. They are also obliged to do poster duty on a rota based system.

- 5.9.8.11. The AV Tech and DJ; The AV Tech and DJ are responsible for all audio and visual equipment that will be used during JCR Exec events and also to DJ all events. If they are unable to DJ they are responsible for finding a replacement. They are required to attend the JCR Exec Meeting and also they are obliged to do poster duty on a rota based system.

6. MEETINGS

- 6.1. JCR Exec Meetings are meetings where the JCR Exec discuss and make policy on matters relating to the college.
- 6.2. Grizedale General Meetings shall be the sovereign body of the college and may instruct the JCR Exec to follow a mandatory course of action over a particular issue.
- 6.3. JCR Exec Meetings**
- 6.3.1. Exec meeting shall be chaired by a JCR Exec member that has been elected as the Chair for that term. S/he shall be elected at the start of the first meeting per term and chair all subsequent JCR Exec meetings for that term.
- 6.3.2. Minutes of meetings shall be taken by the General Secretary.
- 6.3.3. Business and voting will be carried and conducted in a manner set out in LUSU Constitution & Bye Laws for Executive Meetings.
- 6.3.4. Quorum of an Exec Meeting shall be 50% of the number of positions on the JCR Exec.
- 6.3.5. Exec Meetings shall take place weekly and date, time and venue will be decided at the first JCR Exec meeting, by the General Secretary in conjunction with the President.

6.3.6. Exec Meetings may be called at the discretion of the President or at the request of 3 members of the JCR Exec.

6.3.7. All Exec officers are expected to attend all Exec Meetings unless reasonable apologies are submitted to the President prior to the commencement of the meeting.

6.4. Grizedale General Meetings

6.4.1. General Meetings may be called by the JCR Exec and must be held at least once a term. Any request for a General Meeting should be made in writing to a JCR Exec officer who shall take this request to the next scheduled Exec Meeting for approval.

6.4.2. General Meetings shall be chaired by the General Secretary.

6.4.3. It shall be the responsibility of the General Secretary to take minutes of the General Meeting.

6.4.4. Notice for General Meetings

6.4.4.1. At least seven days notice specifying date, time and venue of a General Meeting must be given visibly. Publicity of General Meetings is the responsibility of the Communications Officers.

6.4.4.2. In case of amendments to the Grizedale Constitution, suspension of an officer, co-option of a member to an Exec post, or a proposed vote of no confidence in any officer of the Exec, details of business must be given with the notice for the General Meeting.

6.4.4.3. Business or motions should be submitted in writing to the Chair at least two working days prior to the meeting.

6.4.4.4. The agenda for the meeting should be posted visibly at least 24 hours in advance.

6.4.4.5. Business and voting will be carried and conducted in a manner set out in LUSU Constitution for General Meetings.

6.4.5. Quorum of a General Meeting shall be 40.

6.4.6. Emergency General Meetings

- 6.4.6.1. Emergency General Meetings may be called by the President, 50% of the Exec in writing to the President, 30 members of the college in writing to the President.
- 6.4.6.2. Emergency General Meetings shall be chaired by the Treasurer.
- 6.4.6.3. Emergency General Meetings shall be minuted by the General Secretary.
- 6.4.6.4. At least 24 hours notice specifying date, time, Chair and venue of an Emergency General Meeting must be given visibly. Publicity of Emergency General Meetings is the responsibility of the Communications Officers.
- 6.4.6.5. Business and voting will be carried conducted in a manner set out in LUSU Constitution & Bye Laws for Emergency General Meetings.
- 6.4.6.6. Quorum of an Emergency General Meeting shall be 30 college members.

7. FINANCE

- 7.1. All financial matters of the JCR Exec 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 Treasurer and the President and presented in writing to a JCR Exec Meeting for approval. It should then be presented to a Grizedale General Meeting and published on the JCR Exec website.
- 7.3. The following shall ordinarily be signatories of the JCR Exec account with LUSU:
 - 7.3.1. President
 - 7.3.2. Treasurer
 - 7.3.3. Social Secretaries

8. ELECTIONS

- 8.1. The running of all elections shall be the responsibility of the JCR Exec with the *General Secretary* acting as RO the college. In circumstances where the *General Secretary* cannot act as the Returning Officer for an election, the President shall mandate another Exec officer to organise the elections.
- 8.2. Elections procedures for all elections shall observe and adhere to the LUSU Elections regulations as set out in Section 13 of the LUSU Constitution.

9. DISCIPLINARY PROCEDURES

- 9.1. Gross misconduct or failure of members of the JCR Exec to carry out responsibilities conferred on them by this constitution or by resolutions of *General Meetings*, without reasonable excuse, is sufficient grounds for suspension of the officer concerned.
- 9.1.1. All such actions shall require ratification by a majority at the next *Grizedale General Meeting*. In less serious circumstances warnings can be administered by the President (Vice President in the case of warning a President) for failure to attend a meeting without apologies or failure to complete duties on more than one occasion.
- 9.1.2. Accumulation of 3 warnings will result in suspension and follow the rules in 9.2-9.3.
- 9.2. Suspension shall mean that an officer is prohibited from carrying out their duties and responsibilities as set out in this constitution.
- 9.3. A member of the JCR Exec who has their suspension ratified by a *Grizedale General Meeting* shall be removed from office.

10. COMPLAINTS PROCEDURES

- 10.1. Complaints about the operations or executive members of the JCR Executive should be made in writing to the President (or if it is about the

President, Vice President). Complaints should be dealt with under LUSU Complaints Procedure as outlined in Section 19 of the LUSU Constitution.

11. SUB-COMMITTEES OF THE JCR EXEC

- 11.1. JCR Executive may create sub-committees or be instructed to do so by a *Grizedale General Meeting*.
- 11.2. Any sub-committee shall have a JCR Executive convenor who shall be responsible for the operation of that sub-committee.
- 11.3. Any sub-committee shall have written terms of reference and membership as determined by the JCR Exec or a *Grizedale General Meeting* and a fixed term of not longer than 3 years (though that term may be renewable).
- 11.4. Sub-committees may co-opt further members or invite participation as they determined by their terms of reference.

12. OPERATION OF THE JCR EXECUTIVE SUB-COMMITTEES

- 12.1. JCR Executive sub-committees shall adopt the same procedures and standing orders as used for JCR Executive meetings.
- 12.2. JCR Executive sub-committees shall have delegated authority of the JCR Executive on matters within their remit, and within their budget allocation, and provided that the actions of that sub-committee do not contradict the policy or constitution of *Grizedale* or LUSU.
- 12.3. The convenor of each sub-committee shall ensure that notes or minutes of each meeting of that sub-committee are sent to the JCR Executive for ratification. Where a JCR Exec sub-committee makes suggestions for changing the policy or budget of the sub-committee, this should be sent to the JCR Executive Committee or *Grizedale General Meeting* as an agenda item as appropriate.
- 12.4. In the instance of joint Presidents then it can be permitted that both Presidents sit on one sub-committee of the JCR Exec, or one President on

each sub-committee, as well as the Vice president on one. Therefore, to clarify, in the case of a joint Presidency, one of the sub-committees of the JCR Exec may have one extra person if this is in order to accommodate two Presidents and the Vice President only. Please note, if only one President from a joint Presidency expresses the desire to be on a sub-committee this too is possible.

13. INTRO WEEK SUB-COMMITTEE

13.1. This committee shall consist of eight co-ordinators, to be elected in the second week of Summer Term following election protocol as laid out in section 8. Alongside this, the elections shall take place on the evening of the hustings once it has finished and again later in the week on a day for at least four hours in the college.

13.2. Membership

13.2.1. Four members are to be JCR Exec officers, which must include the President/Vice President and one Social Secretary.

13.2.2. The remaining two intro week positions are open to any JCR Exec officer.

13.2.3. The remaining four intro week positions are open to any other member of Grizedale College.

13.2.4. No member or officer can stand for Intro Week Committee if they will not be present for the full term of office.

13.3. The President/Vice President will be chair of this committee. The Intro Week Committee is responsible for the formulation and execution of plans for Intro Week and must elect a treasurer internally. JCR Exec members of the Intro Week Committee must liaise with the whole JCR Exec in the formulation of said plans and be assisted by the JCR Exec in the execution of their duties.

13.4. The Intro Week Committee will form a committee to help out in Intro Week, this will be known as corridor representatives. The corridor

representatives are decided upon by the chair of the Intro Week Committee through a process of interviews and with the help of the rest of the Intro Week Committee.

- 13.5. The members of the Intro Week Committee and JCR Exec are required to attend every event (exceptional circumstances will be accepted by the chair of the Intro Week Committee) and must keep intake of alcohol below three units at all times during the events where they are designated to be on sober duty. This includes the duration of intro week for all Intro Week and JCR exec members. Failure to adhere to this will result in sanctions as described in section 9. For minor or first offences this will constitute one warning.

14. EXTRAVAGANZA COMMITTEE

- 14.1. This committee shall form in week 2 of Lent Term and shall consist of the following JCR Exec officers;
- 14.1.1. President/Vice President
 - 14.1.2. At least one Social Secretary
 - 14.1.3. Treasurer
 - 14.1.4. At least one Communications Officer
 - 14.1.5. And three other JCR Exec officers decided upon in the JCR Exec meeting.

15. COMMUNICATIONS AND PUBLICITY COMMITTEE

- 15.1. This committee shall commence during the Christmas vacation training period and shall meet weekly throughout term time. During vacations regular contact between committee members shall be maintained. The purpose of this sub-committee is to ensure effective advertising for and execution of socials and events. The committee shall consist of the following JCR Exec officers;
- 15.1.1. Vice President

- 15.1.2. Both social secretaries
- 15.1.3. Both media and communications officers
- 15.1.4. AV Tech officer

