

CARTMEL COLLEGE JCR EXECUTIVE COMMITTEE BYELAW

1. DEFINITIONS

- 1.1. This document follows the definitions given in Section 19 of the LUSU Constitution.
- 1.2. This document shall refer to Cartmel College as 'the College'.
- 1.3. This document shall refer to the Cartmel College Junior Common Room Executive committee as 'the Exec'.
- 1.4. This document shall refer to a Cartmel College Junior Common Room Executive committee meeting as a 'JCR Exec meeting'.
- 1.5. This document shall refer to a Cartmel College General meeting as 'General meetings'.
- 1.6. This document shall refer to Cartmel students as 'members of Cartmel College'.
- 1.7. This document shall refer to the Lancaster University Students Union as 'LUSU'.

2. STATUS

- 2.1. The Exec is a standing committee of the LUSU Council with permanent delegated powers but subject to the constraints laid out in Section 10 of the LUSU Constitution.
- 2.2. The Exec is the representative body of the members of Cartmel College.

3. COLLEGE MEMBERS

- 3.1. All undergraduate students registered as members of the College shall automatically become members of Cartmel College, unless they have opted out of LUSU membership.
- 3.2. Membership of the College falls into two categories: full and associate, as set out in section 3 of the LUSU Constitution.
- 3.3. A student can opt out of College and LUSU membership but not one or the other.
- 3.4. Any student wishing to do so must be referred to the University for more information.

4. JCR EXECUTIVE POWERS AND AIMS

- 4.1. The Exec aims to promote the interests of the members of Cartmel College in both social and educational spheres. It will also support equality and will not tolerate discrimination of any kind. It will be remembered at all times that the College is a conglomeration of many different types of people, all of whom will be seen as equal. The Exec will always aim to provide a safe and inclusive College culture.

- 4.2. The property of the College will be the responsibility of the Exec.
- 4.3. The members have the power to make amendments and resolutions as laid out in section 13 of this byelaw.

5. CARTMEL COLLEGE JCR EXECUTIVE COMMITTEE POSITIONS

5.1. The Exec shall consist of the following JCR Officers:

- 5.1.1. President (one position)
- 5.1.2. Vice President: Socials and Events (One position)
- 5.1.3. Vice President: Education and Welfare (One position)
- 5.1.4. Democracy and Finance Officer (One position)
- 5.1.5. Men's Welfare Officer (One position)
- 5.1.6. Women's Welfare Officer (One position)
- 5.1.7. International Officer (One position)
- 5.1.8. Men's Sports Officer (One position)
- 5.1.9. Women's Sports Officer (One position)
- 5.1.10. Social Secretaries (two positions)
- 5.1.11. Events Technician (one position)
- 5.1.12. Communications Officer (two positions)
- 5.1.13. Magazine Editor (one position)

5.2. President

- 5.2.1. The President shall organise and coordinate the Exec.
- 5.2.2. The President is the figurehead of the Exec and must ensure that all decisions made shall benefit the members of Cartmel College and the College as whole.
- 5.2.3. The President is responsible for the planning and organisation of Freshers' Week. This includes the organisation, in the summer term, of volunteers to be Fresher Reps.
- 5.2.4. The President must attend the relevant LUSU and University meetings to which they are assigned.
- 5.2.5. The President shall meet once fortnightly with the College Principal to discuss developments within both the Exec and SCR to ensure a clear and coherent relationship between the two College representative bodies.
- 5.2.6. The President is responsible, along with the Vice Presidents, for the collection and dissemination of information.
- 5.2.7. The President has the power to delegate tasks and responsibilities to Exec members.

5.3. Vice President: Socials and Events

- 5.3.1. The Vice President: Socials and Events must support the President and assume the role of President alongside the Vice President: Education and Welfare in the President's absence.
- 5.3.2. It is the Vice President: Socials and Events's duty to organise and run the College Extray, held in the summer term of every year.
- 5.3.3. It is the Vice President: Socials and Events's duty to organise the Winter Ball (alongside the SCR), held in December of every year.
- 5.3.4. The Vice President: Socials and Events must attend the relevant LUSU and University meetings to which they are assigned, and must attend LUSU Council should the Vice President: Education and Welfare not be able to attend.
- 5.3.5. The Vice President: Socials and Events shall be responsible for calling and chairing both General and JCR Exec meetings and publicising details of these meetings, emphasising the importance of the events within the College. In such meetings the Vice President: Socials and Events does not have a vote unless the vote is tied. General and Exec meetings can be called by the Vice President: Socials and Events at their discretion in accordance with any other regulations in this byelaw.
- 5.3.6. The Vice President: Socials and Events will lead the Social Secretaries and Events Technician as a social team.

5.4. Vice President: Education and Welfare

- 5.4.1. The Vice President: Education and Welfare must support the President and assume the role of President alongside the Vice President: Socials and Events in the President's absence.
- 5.4.2. They will be the primary facilitator of the equality, welfare, and diversity of all College members and shall assist the welfare team should it be required.
- 5.4.3. The Vice President: Education and Welfare must attend the relevant LUSU and University meetings to which they are assigned, including but not limited to Academic Council. They must attend LUSU Council with the President. After LUSU Council it is the Vice President: Education and Welfare's duty to report any information back to the Vice President: Socials and Events.
- 5.4.4. The Vice President: Education and Welfare shall hold a weekly drop in session in the JCR Office, with a primary focus on education and employability, which shall last one hour. Any absences should be communicated and the session should be rescheduled.
- 5.4.5. The Vice President Education & Welfare is the primary officer for promoting education and employability. As such, they must organize and promote at least one event per term to promote these causes, for Cartmel College or cross campus.

- 5.4.6. The Vice President Education & Welfare must actively seek information regarding employability, and promote extracurricular events to the College including (but not exclusively) the Lancaster Award, LUSU Involve, employer events and careers workshops.
- 5.4.7. The Vice President: Education and Welfare will lead the Men's Welfare Officer, Women's Welfare Officer and International Officer as a welfare team.
- 5.4.8. The Vice President: Education and Welfare should lead the welfare team's organisation and provision of an event designed to relieve exam stress, in the summer term.
- 5.5. Democracy and Finance Officer**
- 5.5.1. The Democracy and Finance Officer is required to keep an up-to-date copy of this byelaw and to make it available to any members of Cartmel College who request one.
- 5.5.2. The Democracy and Finance Officer shall ensure that all elections are carried out in accordance with Section 12 of the LUSU Constitution. They should attend Election Sub Committee and ensure all elections are run in line with their decisions.
- 5.5.3. The Democracy and Finance Officer should take accurate minutes of every JCR Exec and General meeting, which should be published on the JCR website within seven days of the meeting. They should also retain a record of all minutes from the current calendar year.
- 5.5.4. The Democracy and Finance Officer shall also control all financial matters of the JCR in accordance with the Financial Regulations (A4) byelaw . Accurate figures must be available to any member of Cartmel College upon request. They shall ensure proper, responsible and agreed spending of funds and catalogue all spending receipts.
- 5.5.5. The Democracy and Finance Officer, in collaboration with the President and Vice President: Socials and Events, creates the Exec, Intro Week and Extrav budgets as outlined in Section 17 of this byelaw .
- 5.5.6. The Democracy and Finance Officer is responsible for apologies as outlined in Sections 11.5, 11.5.1 and 11.5.2. They should retain a record of all accepted and rejected apologies .
- 5.5.7. The Democracy and Finance Officer should process Payment Claims, Purchase Order, Social Request and Sponsorship Request forms correctly and within five working days on the behalf of other Exec members .

5.6. Men's Welfare Officer

- 5.6.1. The Men's Welfare Officer promotes the equality, welfare and diversity interests across the College.
- 5.6.2. The Men's Welfare Officer shall work in conjunction with the Vice President: Education and Welfare, Women's Welfare Officer and International Officer to promote the issues referred to as 5.6.1 effectively.
- 5.6.3. The Men's Welfare Officer must attend any relevant meetings as prescribed by the Vice President: Education and Welfare.
- 5.6.4. The Men's Welfare Officer and Women's Welfare Officer should decide between themselves which should attend LGBTQ* meetings and which should attend Environment and Ethics meetings. Should neither Welfare Officer be able to attend these meetings, an appropriate member of the Exec will be nominated to attend. If this is not possible, due to late notice or any other reason, the minutes should be read and any relevant information relayed back to the Exec.
- 5.6.5. The Men's Welfare Officer must hold a weekly office hour in the JCR Office, with a primary focus on welfare issues, which shall last one hour. Any absences should be communicated and the session should be rescheduled. Conversations in these office hours should remain confidential whenever possible.
- 5.6.6. The Men's Welfare Officer must maintain clear communication with the Exec and, if in collaboration with other colleges, other EWD officers including the CCO/FTO about their campaigns.
- 5.6.7. The Men's Welfare Officer and Women's Welfare Officer are responsible for ensuring that there is enough welfare information and sexual health supplies available to members of the College.
- 5.6.8. The Men's Welfare Officer must run at least one campaign per term.
- 5.6.9. The Men's Welfare Officer will also represent all the men's issues within the College at the relevant meetings and events.
- 5.6.10. The Men's Welfare Officer must be a self-defining male.

5.7. Women's Welfare Officer

- 5.7.1. The Women's Welfare Officer promotes the equality, welfare and diversity interests across the College.
- 5.7.2. The Women's Welfare Officer shall work in conjunction with the Vice President: Education and Welfare, Men's Welfare Officer and International Officer to promote these issues effectively.
- 5.7.3. The Women's Welfare Officer must attend any relevant meetings as prescribed by the Vice President: Education and Welfare.

- 5.7.4. The Women's Welfare Officer and Men's Welfare Officer should decide between themselves which should attend LGBTQ* meetings and which should attend Environment and Ethics meetings. Should neither Welfare Officer be able to attend these meetings, an appropriate member of the Exec will be nominated to attend. If this is not possible, due to late notice or any other reason, the minutes should be read and any relevant information relayed back to the Exec.
- 5.7.5. The Women's Welfare Officer must hold a weekly office hour in the JCR Office, with a primary focus on welfare issues, which shall last one hour. Any absences should be communicated and the session should be rescheduled. Conversations in these office hours should remain confidential whenever possible.
- 5.7.6. The Women's Welfare Officer must maintain clear communication with the Exec and, if in collaboration with other colleges, other EWD officers including the CCO/FTO about their campaigns.
- 5.7.7. The Women's Welfare Officer and Men's Welfare Officer are responsible for ensuring that there is enough welfare information and sexual health supplies available to members of the College.
- 5.7.8. The Women's Welfare Officer must run at least one campaign per term.
- 5.7.9. The Women's Welfare Officer will also represent all the women's issues within the College at the relevant meetings and events.
- 5.7.10. The Women's Welfare Officer must be a self-defining female.
- 5.8. International Officer**
- 5.8.1. The International Officer shall be responsible for promoting the interests of, and caring for, the welfare of international students as well as promoting their diversity and involvement in the College.
- 5.8.2. The International Officer shall attend all relevant meetings involved with their role.
- 5.8.3. The International Officer shall work alongside the welfare officers within the College to promote general Welfare issues.
- 5.8.4. The International Officer shall hold a weekly office hour in the JCR Office, with a primary focus on international students, which shall last one hour. Any absences should be communicated and the session should be rescheduled.
- 5.8.5. The International Officer must maintain clear communication with the Vice President: Education and Welfare about their campaigns.
- 5.8.6. The International Officer must run at least one International-oriented campaign a term.

5.9. Men's Sports Officer

- 5.9.1. The Men's Sports Officer is a self-defining male that promotes the sporting life of the members of Cartmel College.
- 5.9.2. The Men's Sports Officer must be fully committed to inter-college sports. This involves publicising and organising teams for Carter Shield events whilst also liaising with the captains of Cartmel sports teams and sitting on the Inter-College Sports Committee.
- 5.9.3. The Men's Sports Officer, along with the Women's Sports Officer and with assistance from the Communications Officers, must publish fixture lists for all college sports at the beginning of each term for viewing by all sports captains.
- 5.9.4. The Men's Sports Officer and Women's Sports Officer must organise and run The Patriots' Cup with the Furness Sports Officers. The Patriots' Cup is to take place every year. Both Sports Officers must also provide a hand-over pack, with the Furness Sports Officers, for next years' events.
- 5.9.5. The Men's Sports Officer shall be elected in the Summer Term elections and will hold office for a full year.
- 5.9.6. The Men's Sports Officer along with the Women's Sports Officer must help uphold the sports socials proposal of holding at least one social per term in the bar and organise a Christmas meal and summer term Awards meal in Barker House Farm.

5.10. Women's Sports Officer

- 5.10.1. The Women's Sports Officer is a self-defining female that promotes the sporting life of the members of Cartmel College.
- 5.10.2. The Women's Sports Officer must be fully committed to inter-college sports. This involves publicising and organising teams for Carter Shield events whilst also liaising with the captains of Cartmel sports teams and sitting on the Inter-College Sports Committee.
- 5.10.3. The Women's Sports Officer, along with the Men's Sports Officer and with assistance from the Communications Officers, must publish fixture lists for all college sports at the beginning of each term for viewing by all sports captains.
- 5.10.4. The Women's Sports Officer and Men's Sports Officer must organise and run The Patriots' Cup with the Furness Sports Officers. The Patriots' Cup is to take place every year. Both Sports Officers must also provide a hand-over pack, with the Furness Sports Officers, for next years' events.
- 5.10.5. The Women's Sports Officer shall be elected in the Summer Term elections and will hold office for a full year.

5.10.6. The Women's Sports Officer along with the Men's Sports Officer must help uphold the sports socials proposal of holding at least one social per term in the bar and organise a Christmas meal and summer term Awards meal in Barker House Farm.

5.11. Social Secretaries

5.11.1. The Social Secretaries are responsible for organising social events for the members of Cartmel College.

5.11.2. At least four non-weekly socials must take place each term, one of which has to be off campus.

5.11.3. The Social Secretaries are responsible for producing the social calendar and should work cooperatively with the Communications Officers. A provisional social calendar, agreed by the Exec, must be produced and distributed by the end of week two of each term.

5.11.4. It is the duty of the Social Secretaries to inform the Exec of all socials.

5.11.5. The Social Secretaries must adhere to the ruling of the Quiet Period and ensure all socials are inclusive to all members of Cartmel College and are not deemed to be offensive.

5.11.6. The Social Secretaries are responsible for organising every aspect of the social including, but not limited to - decoration, social calendar, transport, sober duty and liaising with campus bar licensees.

5.11.7. The Social Secretaries must remain sober on all off campus socials organised by the Social Secretaries and, if required, off campus socials organised by the Social and Events Group.

5.11.8. Alcohol is not permitted to be purchased with the social budget.

5.11.9. The Social Secretaries should have a reasonable understanding of how to work the PA equipment in case of the absence of the Socials Technician. The Social Secretaries must attend any PA equipment training provided by LUSU.

5.11.10. The Social Secretaries shall also liaise with other colleges to develop combined socials and all must sit on the LUSU Social and Events Group to develop cross campus socials.

5.11.11. Should a quiz be run, the Social Secretaries shall be in charge of the organisation of the event with assistance from other JCR Exec members, including the music round with the assistance of the Events Technician.

5.12. Events Technician

- 5.12.1. The Events Technician's main responsibility is to assist the Social Secretaries and the Vice President: Socials and Events in the planning and provision of all College events.
- 5.12.2. The Events Technician is required to be the lead Exec member in at least one in-house social event per term.
- 5.12.3. The Events Technician is required to maintain, replace (if necessary) and store all of the AV and staging equipment of the College correctly, and be responsible for hiring out any further AV or staging equipment that is required.
- 5.12.4. The Events Technician must regularly monitor and report faulty, damaged or absent games equipment, PA equipment and fixtures contained within the Junior Common Room to the College Administrator.
- 5.12.5. The Events Technician is expected to be the lead Exec member on the assembling and disassembling of any equipment and/or staging used during in-house events.
- 5.12.6. It is the Events Technician's responsibility to be aware of any loaned equipment and to ensure it is returned in the same condition and in an appropriate timescale. Any damage should be recorded, and repairs should be paid for by those responsible.
- 5.12.7. Should a quiz be hosted, the Events Technician is expected to liaise with the Social Secretaries on the production of a quiz.
- 5.12.8. The Events Technician should keep a tidy and organised DJ Booth with a full inventory of equipment held.

5.13. Communications Officers

- 5.13.1. The Communications Officers should work together closely and split duties equally.
- 5.13.2. The Communications Officers are responsible for informing the members of Cartmel College and SCR of all activities that take place within the College within a minimum of three days notice, provided prior notice of such activities is given to the Communications Officers one week in advance.
- 5.13.3. Promotion of activities should be bold, clear and accessible and may use a variety of promotional methods. Posters should abide to the LUSU Poster Code (A6) byelaw.
- 5.13.4. A creative brief sheet should be given to the members of Cartmel College JCR/SCR (either as a paper copy, or online) who need an activity advertised, to ensure that all details of the activity are fully received and understood. The creative brief sheet should be returned to the Communications Officers no later than one week prior to the event.
- 5.13.5. The Communications Officers will form part of the media team alongside the Magazine Editor and will be required to assist in their duties when necessary.

5.13.6. The Communications Officers are responsible for maintaining the LUSU-run Cartmel College website and social media, ensuring that they are updated when necessary.

5.13.7. The Communications Officers must work together with the LUSU media team to ensure good practice and attend relevant meetings including, but not limited to, Communications Board.

5.14. Magazine Editor

5.14.1. The Magazine Editor is responsible for producing two printed editions of the College magazine, 'The Griffin', per term to an acceptable level of professionalism. The Griffin is a magazine representing Cartmel College and is for all students.

5.14.2. The Magazine Editor shall ensure that, every term, the first edition of the Griffin is printed and distributed by Monday of week four. The second edition of the term should be printed and distributed by Monday of week eight.

5.14.3. Before each issue is printed, the Magazine Editor must send a finished copy of The Griffin to the President, Vice President: Socials and Events and Vice President: Education and Welfare, making any changes requested.

5.14.4. All copyright should be respected; the Magazine Editor must guard against offensive, derogatory, libellous and/or discriminative writing in the College magazine. If written complaints are received with reasonable grounds, and an agreement is not reached, that edition of the publication must be removed from circulation.

5.14.5. The Magazine Editor is responsible for the 'Griffin Awards' which are to take place at every Cartmel Winter Ball.

5.14.6. The Magazine Editor will form part of a media team alongside the Communications Officers, and will be required to assist them in their duties where necessary.

5.14.7. The Magazine Editor has the power to ask other Exec members to write articles for The Griffin, before a specified deadline with at least 7 days notice.

5.14.8. The Magazine Editor should ensure that each edition of the Griffin should be available in a digital format on the Cartmel College JCR website.

5.14.9. The Magazine Editor must attend relevant meetings including, but not limited to, Communications Board.

6. RESPONSIBILITIES OF ALL OFFICERS

6.1. Exec members are expected to act responsibly, professionally and in the interests of the College and the members of Cartmel College.

6.2. This may also mean representing the College and the members of Cartmel College at any appropriate College, LUSU or University meeting. Exec members must be aware that their private activities also reflect on the Exec and if such behaviour is deemed

- unacceptable by any individual the Exec member is liable for disciplinary action as set out by Section 14 of this byelaw.
- 6.3. They should be aware of the needs of different cultures and lifestyles held by the members of Cartmel College.
 - 6.4. All Exec officers are required to represent the members of Cartmel College on committees as required by the College and the LUSU. Failure to do so will result in disciplinary action as outlined in Section 14 of this byelaw.
 - 6.5. Exec members shall not be paid for their services.
 - 6.6. Each Exec member shall be assigned a residence block by the President, becoming that blocks representative. The Block Rep will act as a representative and contact point of the Exec for residents of their block.
 - 6.7. The week's events shall be publicised in an appropriate manner (decided on by the Exec) by each Block Rep to their assigned residence block. This must include any information deemed relevant to the members of Cartmel College.
 - 6.8. All members of the Exec are expected to attend advertised College events as decided on by the President. If they are unable to do so written apologies, outlining the 'reasonable grounds' which justify their absence, should be submitted to the Democracy and Finance Officer via email, 24 hours prior to the start of the event. Sections 11.5, 11.5.1 and 11.5.2 of this byelaw outline how the Democracy and Finance Officer will respond to apologies.
 - 6.9. Exec members are expected to fulfil their role to a high standard in a dedicated, capable and professional manner.
 - 6.10. Should any member of the Exec be unable to fulfill their duties, an Exec meeting will be held to decide on the most appropriate person to take on the role.
 - 6.11. Exec members should treat contact with the members of Cartmel College with compassion and understanding, respecting confidentiality. They should also treat other Exec members with compassion and understanding.
 - 6.12. The Exec, as a whole, is accountable for all decisions reached, agreed and minuted in JCR Exec and General meetings.
 - 6.13. Exec members must maintain a clear and coherent relationship with the SCR.

7. ELECTIONS

- 7.1. Elections shall be carried out in accordance with Section 13 in the LUSU Constitution and the Elections (B1) byelaw. As Returning Officer of the College, the Democracy and Finance Officer, shall see that this is achieved. In circumstances when the Democracy and Finance Officer cannot act as Returning Officer for the elections, the President shall mandate the most appropriate Exec officer to organise the elections.

- 7.2. All full members of Cartmel College are entitled to stand and vote in any College election.
- 7.3. The Democracy and Finance Officer shall decide on matters concerning elections that are not otherwise stated in Section 13 of the LUSU Constitution or the Elections (B1) byelaw.
- 7.4. Should any candidate not adhere to the rules outlined in this byelaw or other LUSU rules or guidelines they may be disqualified. The Democracy and Finance Officer must notify the Cross Campus Democracy Officer, the LUSU VP (CC) and the LUSU VP (UD) and discuss an appropriate course of action.

8. CO OPTION

- 8.1. If there are any vacant positions on the JCR through either resignation or the failure to elect a member of the College to that position, interested members of the College may be co-opted to fill the position.
- 8.2. The Democracy and Finance Officer is responsible for promoting and organising the co-option process. Vacant positions must be advertised for seven days before applications can be considered by the Exec.
- 8.3. The nature of the application to fill the vacancy is at the discretion of the Democracy and Finance Officer.
- 8.4. The successful applicant will be chosen by a simple majority vote of Exec members at the most appropriate Exec meeting.

9. RESIGNATION

- 9.1. Exec members may resign, but must give written notice to the President. Should the President wish to resign, notice in writing must be given to the Vice Presidents and the LUSU President.
- 9.2. Exec members who wish to resign must continue until the next JCR Exec meeting. In the event of a resignation, the exec may appoint, through a co-option, a member of Cartmel College to the vacated position until the next available election, in accordance with Section 8 of this byelaw.
- 9.3. Exec members who fail to attend three consecutive meetings that this byelaw mandates that they attend, without having written apologies accepted by the appropriately body, will automatically resign their position.

10. COMPLAINTS PROCEDURE

- 10.1. Formal complaints must be made in writing to the President. If the President is not a suitable point of contact, the complaint must be raised with the Democracy and Finance Officer.

- 10.2. The President and Democracy and Finance Officer will investigate together all formal complaints and report to the complainant the outcome of their investigation within one week.
- 10.2.1. If the complaint regards the President and/or the Democracy and Finance Officer, the Vice President: Socials and Events and Vice President: Education and Welfare must investigate the complaint instead.
- 10.3. A motion of no confidence may be brought against any Exec member by any other Exec member in a JCR Exec meeting.
- 10.3.1. For a motion of no confidence to be passed, it requires 70% of the vote from a quorate General meeting. If passed, the motion is effective immediately and the relevant Exec member will be removed from office.
- 10.3.2. The President has the power to suspend any Exec member who fails to perform the duties required of them. The President will provide written notification for the officer concerned.

11. CONDUCT OF MEETINGS

- 11.1. Exec members are required to attend every JCR Exec and General meeting.
- 11.2. Exec members are required to give a report on their position.
- 11.3. The Vice President: Socials and Events will act as the chair for both JCR Exec and General meetings. If the Vice President: Socials and Events is absent, the Vice President: Education and Welfare will act as the chair. The chair does not have a vote unless the vote is tied.
- 11.4. In meetings, if someone wishes to speak, they shall raise their hand until the chair allows them to speak. Anyone not adhering to this process may be removed from a meeting.
- 11.5. The Democracy and Finance Officer should take accurate minutes of every JCR Exec and General meeting, which should be published on the JCR website within seven days of the meeting.
- 11.6. If an Exec member has 'reasonable grounds' to be absent from a meeting, the written apologies must be submitted to the Democracy and Finance Officer.
- 11.6.1. The Democracy and Finance Officer decides what constitutes 'reasonable grounds' and may accept or reject the apologies. Their decision is final, but they must be consistent and fair. No other officer may rule on apologies.
- 11.6.2. Written apologies must be submitted 24 hours in advance of the meeting via email. Apologies submitted after this deadline or through another medium will be ignored, unless the Democracy and Finance Officer deems the circumstances exceptional.

12. JCR EXECUTIVE MEETINGS

- 12.1. The Vice President: Socials and Events shall call a JCR Exec meeting once a week unless 'exceptional circumstances' arise. The President, Vice President: Socials and Events and Events and Democracy and Finance Officer have the power to decide what is defined as 'exceptional circumstances' and to call the meeting.
- 12.2. Each Exec member has full voting rights in JCR Exec meetings. Each Exec member holds one vote.
- 12.3. The Vice President: Socials and Events and Events shall decide the agenda for JCR Exec meetings.
- 12.4. Quorum of a JCR Exec meeting shall be eight Exec members.
- 12.5. As part of the meeting, the Exec must compile a list of events occurring in the week ahead to facilitate Exec members in the promotion of these events.

13. GENERAL MEETINGS

- 13.1. A General meeting shall be held:
 - 13.1.1. When called by the Vice President: Socials and Events;
 - 13.1.2. When 20 or more members of the College demand, in writing, a General Meeting from the Vice President: Socials and Events.
- 13.2. General Meetings shall possess all powers necessary for the efficient administration of the College, such as authorising the Officers of the Exec to make, vary and cancel contracts.
- 13.3. At least one General meeting must be held per term. It is the duty of the Democracy and Finance Officer to see that this is adhered to.
- 13.4. Public notice of a General meeting must be given at least five days before the meeting is to take place. If the meeting is deemed to be of 'urgent nature' by the Vice President: Socials and Events, public notice must be given 24 hours before the meeting is to take place.
- 13.5. Agenda items for the General meetings must be submitted to the Vice President: Socials and Events 48 hours prior to the meeting. The Vice President: Socials and Events shall decide the running order.
- 13.6. Only members of Cartmel College may vote at a General meeting.
- 13.7. Members of Cartmel College may speak and have the right to vote in a College General meeting. They also have the right to propose motions.
- 13.8. General meetings cannot take place unless either the Vice President: Socials and Events or President are present.
- 13.9. The quorum of a General meeting shall be 35 members of Cartmel College (including the Exec officers).

14. FRESHER REPRESENTATIVE SCHEME

- 14.1. The President, with help from the Welfare Officers and any interested JCR Exec Officers, shall be responsible for the allocation of Fresher Representatives in the Summer Term. These are members of Cartmel College who will be allocated a number of Freshers in Michaelmas Term and help them settle into their University life.
- 14.2. The President will design the application form that potential Fresher Representatives must complete.
- 14.3. Once application forms are handed in, interviews of applicants must be conducted. The interview panel will consist of three Exec members. They must consist of the President, the Vice President: Socials and Events or the Vice President: Education and Welfare. There must also be a member of the welfare team in attendance. The President will decide the remaining composition of the panel.
- 14.4. If the Exec decides to operate an International Fresher Representative scheme, the International Officer should be present in the interview panel for all International Fresher Representative applicants.

15. BYELAW

- 15.1. Amendments to this byelaw must be passed by a General meeting and then LUSU Council before taking effect. Additionally, all amendments brought forward by an exec member should be discussed at a JCR Exec meeting.
- 15.2. Any changes passed come into power at the next set of elections unless elections are already open.
- 15.3. In the event of confusion over this document, the Democracy and Finance Officer shall conduct the final interpretation of this document. Thereafter, the decision shall be discussed at the next JCR Exec meeting to discuss and ratify the decision. Any appeal against these decisions will be made to LUSU VP (UD) – their decision is absolute.
- 15.4. Byelaw reviews should occur at least once per calendar year in order to represent the College and members of Cartmel College to the best of the Exec's ability.

16. FINANCE

- 16.1. All JCR Exec financial matters shall be dealt with in accordance to the LUSU Constitution and the Financial Regulations (A4) byelaw.
- 16.2. The Democracy and Finance Officer and the President will jointly write the Exec budget, prior to the end of the summer term and shall be approved by the Exec, before being approved by the relevant LUSU body.

16.2.1. The Democracy and Finance Officer and the President will jointly write the Intro Week budget, prior to the end of the summer term.

16.2.2. The Democracy and Finance Officer and the Vice President: Socials and Events will jointly write the Extrav budget, prior to the start of the summer term.

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

16.3.1. President

16.3.2. Vice President: Socials and Events

16.3.3. Democracy and Finance Officer

16.3.4. Social Secretaries

17. NEW EXEC

17.1. When new Exec members take office, a formal hand-over meeting must be arranged whereby persons in previous positions offer guidance and support to the best of their ability.

17.2. Persons in previous positions should properly prepare any documents that will help the new Exec members undertake their role.