

BOWLAND COLLEGE - JCR EXECUTIVE BYE LAW

1. STATUS

- 1.1 Bowland College JCR Executive is a standing committee of Lancaster University Students' Union as outlined in Section 8.3 of LUSU Constitution. Its purposes are defined in Section 10 of that document.
- 1.2 The Bowland College JCR Executive is the autonomous representative of Bowland College students at Lancaster University.

2. DEFINITIONS

- 2.1 This document will refer to the Bowland College Junior Common Room Executive as the 'JCR Exec'.
- 2.2 This document shall refer to the JCR Executive Representative(s) as 'representative(s)'.
- 2.3 This document will refer to members of the Bowland College Junior Common Room as 'the JCR'.
- 2.4 This document will refer to Bowland College at Lancaster University as 'the College'.
- 2.5 This document will refer to Lancaster University Students Union as 'the Students' Union'.
- 2.6 This document will refer to Bowland College Junior Common Room General Meetings as 'General Meetings'.
- 2.7 Sustainability refers to the minimising of the environmental and social impact of the actions of the JCR Exec.

3. BOWLAND COLLEGE JCR

- 3.1 All undergraduate students registered as members of the College shall automatically be members of the JCR, unless they have opted out of LUSU. Members of the JCR hold the following rights:
 - 3.1.1 to be represented by the JCR Exec;
 - 3.1.2 to vote and stand in JCR elections;
 - 3.1.3 to speak and vote at General Meetings and Emergency General Meetings and to propose and second motions at both.
- 3.2 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 Section 3.1.

4. THE BOWLAND JCR EXECUTIVE

- 4.1 The JCR Exec are an elected group of representatives who are in office for an entire year, except for bye-elections and co-options. The JCR Exec shall be elected in December and shall hold office starting on the 1st of January for the full calendar year. If a position is not filled, it is to be filled via co-option until the next bye-election takes place in week 8 of that term.

- 4.2 No college member may simultaneously hold more than one position on the JCR Executive committee. Prior to nomination to another position, the representative must resign their present position if the two would be concurrent;
- 4.3 A co-option occurs whenever a position in the JCR Exec remains unfilled and can be passed by a simple majority vote of the existing JCR Exec until the next election or bye-election occurs.
- 4.4 The positions of the JCR Exec are listed alongside their responsibilities in Sections 5.2.1-5.2.11. In addition to the responsibilities outlined, the JCR Exec are also responsible for:
 - 4.4.1 Adhering to the Students' Union constitution and Bye-Laws, the Students' Union Equal Opportunities Policy, and the Bye-Laws of the Bowland College JCR Executive;
 - 4.4.2 Undertaking their duties in a conscientious and professional manner; representing the JCR in a positive manner;
 - 4.4.3 Attending or submitting apologies to all JCR, JCR Exec, College, University and **LUSU** meetings to which they have been appointed to attend;
 - 4.4.4 Completing a written handover document at the end of their term of office, to be given to their succeeding representative;
 - 4.4.5 Supporting and attending events, campaigns and activities of the JCR Exec and the College;
 - 4.4.6 Support and assist other representatives in their duties where required;
- 4.5 Officers are required to undertake any appropriate training required to fulfil their remit, including but not limited to:
 - 4.5.1 Students' Union JCR Executive training;
 - 4.5.2 Finance training;
 - 4.5.3 Duty of care training;
 - 4.5.4 Diversity training offered, such as anti-racism and antisemitism training.

5. JCR EXECUTIVE RESPONSIBILITIES

- 5.1 The following responsibilities of the positions of the JCR Exec are to be reviewed each year in line with the bye law review.
- 5.2 The recognised positions of the JCR Exec and their responsibilities are as follows:
 - 5.2.1 President:**
 - 5.2.1.1 The primary coordinator and representative of the JCR Exec, ensuring that all representatives fulfil their duties and responsibilities. Responsible for the following:
 - 5.2.1.2 Constant liaising with the SCR, Students' Union staff and officers and JCR Exec Representatives;
 - 5.2.1.3 Ensuring that all events are being organised and publicised accordingly;

- 5.2.1.4 Attending relevant committees and meetings delegated or elected to including, but not limited to, Students' Union Council, Presidents Committee, College Management and Syndicate Meetings;
- 5.2.1.5 Providing a termly 'Information and Questions' report to the Executive Committee and President's Report at any College Management and Syndicate Meetings, to encompass all areas where the JCR Exec have been active;
- 5.2.1.6 The organisation of the College's Welcome Week.
- 5.2.1.7 Shall authorise the content of the official JCR media to ensure that it follows Students' Union byelaws, the College Social Media Policy and does not leave the college open to legal proceedings;
- 5.2.1.8 Shall have general responsibility to ensure all committees chaired by other officers take place according to the rules on committees stated in this byelaw.

2.1.1 Vice-President Activities

- 5.2.2.1 Should liaise with the President and support them in their duties where required. Shall be the primary facilitator of the sporting, events and entertainment events of the JCR, co-ordinating the Activities Team Also responsible for the following;
- 5.2.2.2 Attending relevant committees and meetings delegated or elected to including, but not limited to, Executive Committee, College Management and Syndicate Meetings;
- 5.2.2.3 The organisation of the College's Summer Extravaganza, chairing the Bowland Extrav Committee;
- 5.2.2.4 Shall form a consolidated events calendar at the start of each term;
- 5.2.2.5 Shall attend the Students' Union Extrav meetings and where necessary observe at relevant committees;
- 5.2.2.6 Shall monitor the activities of the Events Representatives, the Sport Representatives, reporting to the JCR Executive on relevant issues that they feel are of concern;
- 5.2.2.7 Shall chair and mediate the Bowland Sports Committee and produce and distribute the agenda for meetings;
- 5.2.2.8 Shall ensure all events team JCR committee meetings take place under the rules stated by this byelaw.

3.1.1 Vice President Democracy and Finance

- 5.2.3.1 Should deputise for the President where necessary or so authorised by the President. Shall be the primary facilitator of the Democracy, Finance and communications of the JCR, co-ordinating the Democracy, Finance and Communications Team. Also responsible for the following:
- 5.2.3.2 Responsible for the democratic functions within the College including; the organisation and chairing of JCR Exec meetings, the organisation and facilitation of any JCR Exec elections and assisting with LUSU's democratic processes;

- 5.2.3.3 Shall maintain good order of JCR finances and give regular budget updates in Executive Meetings;
- 5.2.3.4 Shall maintain an updated account of all financial transactions and check accounts presented by the Students' Union Finance Office;
- 5.2.3.5 Shall advise the Executive on expenditure and if necessary prohibit any transaction that is not viable;
- 5.2.3.6 Shall be responsible for instilling encouragement of engagement of college members in the democratic process at a college, campus, and wider level;
- 5.2.3.7 Shall work with the Media and Communications Reps to organise awareness campaigns to encourage student participation in college elections, campus elections, and broader political activities;
- 5.2.3.8 Attending the relevant committees and meetings delegated and elected.

4.1.1 Vice President Welfare and Education

- 5.2.4.1 Shall liaise with the President and support them in their duties where required;
- 5.2.4.2 Shall be the primary facilitator of the equality, welfare, and diversity of the JCR, co-ordinating the Welfare and Campaigns Team. Also responsible for the following:
- 5.2.4.3 Shall be responsible for ensuring that any residence issues are voiced by the JCR Exec;
- 5.2.4.4 Shall coordinate the campaigns organised by the Welfare Representatives and the Equality Representative;
- 5.2.4.5 Shall monitor the activities of the Welfare Representatives and the Equality Representative, and report to the JCR Exec on relevant issues that they feel are of concern;
- 5.2.4.6 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;
- 5.2.4.7 Shall be available to college members in a safe and confidential space for at least one hour per week, either online or using a space on campus;
- 5.2.4.8 Shall be responsible for environmental awareness activities within the college;
- 5.2.4.9 Shall organise campaigns relating to academic issues within the college;
- 5.2.4.10 Shall represent the educational needs of the JCR to the Students' Union and the University;
- 5.2.4.11 Shall promote the student support services available to college members;
- 5.2.4.12 Shall liaise with the College Advisor Team (CAT) and the College Wellbeing Officer.

5.1.1 Welfare Representative (two positions: one reserved for a self-defining woman or nonbinary person, one reserved for a self- defining man or non-binary person)

- 5.2.5.1 A member of the Welfare and Campaigns Team, responsible for deputising for other members of the team were necessary. Also responsible for the following:
- 5.2.5.2 The organisation of any events and campaigns that relate to the wellbeing of the JCR;
- 5.2.5.3 The organisation of events and campaigns aimed at tackling academic issues faced by the JCR;
- 5.2.5.4 The organisation of events and campaigns aimed at promoting sustainability-related issues;
- 5.2.5.5 Supporting or facilitating events and campaigns organised by Students' Union, the University or the JCR that aim to achieve the same objectives;
- 5.2.5.6 Alongside the Communications & Publicity Team, the promotion of events and campaigns within the College;
- 5.2.5.7 Holding and advertising a weekly 'drop-in' office hour either online or using a space on campus with the Vice President Welfare and Education;
- 5.2.5.8 Attending the relevant committees and meetings delegated and elected to;
- 5.2.5.9 As part of the Welfare and Campaigns Team, the process in which Freshers' Representatives are decided, allocated and trained.

6.1.1 Equality Representative

- 5.2.6.1 A member of the Welfare and Campaigns Team, responsible for deputising for other members of the team were necessary. Also responsible for the following:
- 5.2.6.2 Ensuring the fair and equal treatment of all those in the JCR;
- 5.2.6.3 The organisation of any events and campaigns that aim to challenge prejudice and tackle discrimination;
- 5.2.6.4 Supporting or facilitating any events and campaigns organised by Students' Union, the University or the JCR that aim to achieve the same objectives;
- 5.2.6.5 Alongside the Communications & Publicity Team, the promotion of these events and campaigns within the College;
- 5.2.6.6 Shall work closely, but not exclusively, with the Vice President Activities and Events Representatives to ensure events are inclusive;
- 5.2.6.7 Holding and advertising a weekly 'drop-in' office hour in the either online or using a space on campus with the Vice President Welfare and Education;
- 5.2.6.8 Attending the relevant meetings and committees elected or delegated to;
- 5.2.6.9 As part of the Welfare and Campaigns Team, the process in which Freshers' Representatives are decided, allocated and trained;

- 5.2.6.10 Shall work with the Communications & Publicity Team to develop and sustain new and innovative ways of engaging with students from all backgrounds;
- 5.2.6.11 Shall work closely, but not exclusively, with the Vice President Activities and Events Representatives to ensure events are inclusive of all students;
- 5.2.6.12 Shall assist the Democracy and Finance Representative in encouraging all students to participate in democratic functions within the College and Students' Union.

7.1.1 International Students Representative

- 5.2.7.1 A member of the Welfare and Campaigns Team, responsible for deputising for other members of the team where necessary. Also responsible for the following:
- 5.2.7.2 The organisation of any events and campaigns concerning issues relating to international students;
- 5.2.7.3 The welcoming and inclusion of international students the College receives throughout the year;
- 5.2.7.4 Coordinating with the Bowland College International Activities Coordinator where applicable on relevant College events, campaigns and activities;
- 5.2.7.5 Coordinating with the Students' Union International Officer where applicable on relevant events, campaigns and activities;
- 5.2.7.6 Supporting or facilitating events and campaigns organised by Students' Union, the University or the JCR that aim to achieve the same objectives;
- 5.2.7.7 Shall work with the Communications & Publicity Team to develop and sustain new and innovative ways of engaging with international students;
- 5.2.7.8 Shall work closely, but not exclusively, with the Events Representatives to ensure events are inclusive of international students;
- 5.2.7.9 Shall assist the Vice President Democracy and Finance in encouraging international students to participate in democratic functions within the College and Students' Union;
- 5.2.7.10 Holding and advertising a weekly 'drop-in' office hour either online or using a space on campus with the Vice President Welfare and Education;
- 5.2.7.11 Attending the relevant committees and meetings delegated and elected to;
- 5.2.7.12 As part of the Welfare and Campaigns Team, the process in which Freshers' Representatives are decided, allocated and trained.

8.1.1 Socials and Events Representative (two positions)

- 5.2.8.1 A member of the Activities Team, also responsible for the following:

- 5.2.8.2 The organisation of inclusive and accessible socials and events within the College, including the College's annual Christmas Ball and a 'Big Red Bar Crawl' in either Michaelmas or Lent term;
- 5.2.8.3 Aiding the Vice President Activities with Extrav and President with Welcome Week;
- 5.2.8.4 Alongside the Communications & Publicity Team, the promotions of these socials and events within the College;
- 5.2.8.5 Attending the relevant meetings and committees elected or delegated to.

9.1.1 Publicity Representative

- 5.2.9.1 A member of the Democracy, Finance and Communications Team, responsible for deputising for other members of the team where necessary. Also responsible for the following:
- 5.2.9.2 The production of all posters requested for any JCR Exec-organised or aided events and campaigns;
- 5.2.9.3 Leading the putting up of these posters, aided by the organisers of the event or campaign;
- 5.2.9.4 The production of two events and campaigns calendars per term, to each encompass five weeks of the term;
- 5.2.9.5 Alongside the communications representative, the photographing of events and campaigns within the College and subsequent publishing of these photographs;
- 5.2.9.6 Attending the relevant meetings and committees elected or delegated to;
- 5.2.9.7 The production of The Bowland Lady Magazine, with a minimum expected output of one magazine per Term.

10.1.1 Communications Representative

- 5.2.10.1 A member of the Democracy, Finance and Communications Team, responsible for deputising for other members of the team where necessary. Also responsible for the following:
- 5.2.10.2 The upkeep of the College website, which includes updating of contact details for the JCR Exec and Senior Officers of the College where necessary, the uploading of magazine publications and updating of events sections of the website;
- 5.2.10.3 Submitting regular updates to the College's social media accounts;
- 5.2.10.4 Alongside the Publicity representative, the photographing of events and campaigns within the College and subsequent publishing of these photographs;
- 5.2.10.5 Minute-taking at JCR Exec Meetings, JCR General Meetings and JCR Emergency General Meetings. These minutes are to be passed by a majority at the next available opportunity (typically the next JCR Exec meeting) and then published on the College website;
- 5.2.10.6 Shall adhere to the College Social Media policy;

5.2.10.7 Attending the relevant meetings and committees elected or delegated to.

5.2.11 Sports Representative (two positions: one reserved for a self-defining woman or nonbinary person, one reserved for a self- defining man or non-binary person)

5.2.11.1 Responsible for the following:

5.2.11.2 Liaising with the captains of the college sports teams;

5.2.11.3 Maintaining and promoting the 'Bowland College Sport' social media pages;

5.2.11.4 Working with the Welfare and Campaigns Team to ensure sport is Inclusive;

5.2.11.5 The organisation and promotion of sporting activities and events within the College, including but not limited to the Carter Shield, George Wyatt Trophy and inter-college sporting leagues;

5.2.11.6 The organisation and promotion of the annual Founders' Series, alongside the Lonsdale College JCR Exec;

5.2.11.7 Attending the relevant meetings and committees elected or delegated to.

6. MEETINGS DEFINITIONS

6.1 JCR Exec Meetings are meetings where the JCR Exec discuss and make policy on matters relating to the JCR. JCR Exec Meetings are to be held on a weekly basis; meetings can also be called by the President, Vice-President, or at the request of three JCR Exec Representatives. Quorum of JCR Exec Meetings shall be 50% of the filled positions on the JCR Exec.

6.2 General Meetings shall be the sovereign body of the JCR and may instruct the JCR Exec to follow a mandatory course of action over a particular issue. General Meetings shall be held once a year. The date, time and venue of the General Meeting should be published at least seven days in advance of the Meeting. Business or motions for General Meeting should be submitted to the Chair (Vice-President) at least two days in advance of the Meeting, and the agenda is to be published at least 24 hours in advance of the Meeting. Quorum of a General Meeting shall be 30 members of the JCR, not including the JCR Exec.

6.3 Emergency General Meetings may be called by the President, 50% of the filled positions on the JCR Exec, or 30 members of the JCR. There is to be at least 24 hours' notice of the date, time and venue of the Meeting. Quorum of an Emergency General Meeting shall be 30 members of the JCR, not including the JCR Exec.

7. COMPLAINTS AND DISCIPLINARY PROCEDURES

7.1 Complaints about members of the JCR Exec should be made in writing to the President (or if it is about the President, to the Vice-President). Complaints should be dealt with under the LUSU Complaints Procedure as outlined in Section 16 of the LUSU Constitution.

7.2 Gross misconduct or failure of members of the JCR Exec to carry out responsibilities conferred on them by this bye law or by resolutions of any meetings, without reasonable excuse, is sufficient grounds for suspension of the representative concerned. Suspension shall mean that an officer is prohibited from carrying out their duties and responsibilities as set out in this bye

law. Suspension is to be handled by the President (or in the instance of the President, the Vice-President). A JCR Exec Representative who has their suspension ratified by a majority at the next quorate meeting as defined in Sections 6.1-6.3 shall be removed from their position.

8. TERMINATION OF OFFICE

8.1 JCR Exec Representatives may resign by giving notice to the President. The President may resign by giving notice to the Vice Presidents and Students' Union President.

8.2 JCR Exec Representatives may be removed from office through the passing of a motion of no confidence at a JCR Exec Meeting. Representatives may also be removed from office through the disciplinary procedure outlined in Section 7.2.

9. JCR EXEC FINANCES

9.1 All financial matters of JCR shall be dealt with as set out in the Students' Union Financial Regulations.

9.2 An annual budget for the upcoming year shall be created by the President and presented at a JCR Exec meeting for approval before the end of Summer Term. Budgets for the Summer Extravaganza, Welcome Week and Christmas Ball are to be created by the President and Vice-President Democracy and Finance to be presented at a JCR Exec meeting for approval, before spending for any of these events can commence.

9.3 As per Students' Union financial regulations, there shall be four signatories of the JCR Exec account. These shall be the following:

9.3.1 President;

9.3.2 Vice President Democracy and Finance;

9.3.3 Vice President Activities;

9.3.4 One Socials and Events Representative.

10. BYE LAW

10.1 This bye law may be changed by a majority decision at the next quorate meeting as defined in Sections 6.1-6.3. It must then be passed by a quorate Executive Committee.

10.2 Any conflicts of this bye law are to be discussed at a quorate JCR Exec meeting and passed by a majority decision. Any appeal against these decisions will be made to the LUSU Vice-President (Union Development).

10.3 A bye law review should occur annually, beginning at the end of Lent Term and taking as long as needed, to be passed at the beginning of Michaelmas Term as per Section 10.1.

11. SUSTAINABILITY

11.1 The JCR Exec will encourage responsible and sustainable behaviours as defined in 2.7.

11.2 When running college events, the JCR Exec will ensure that sustainable alternatives are acknowledged and implemented whenever possible and financially viable.

11.3 For events to be sustainable, the JCR Exec will take the following actions:

11.3.1 Encourage and facilitate recycling at all appropriate college events;

11.3.2 Reduce the volume of printed material, including but not limited to posters, signposting and packaging for event merchandise;

11.3.3 Use environmentally friendly cleaning products where possible;

11.3.4 At catered events the following actions will be taken where possible and financially viable:

11.3.4.1 Use locally sourced food from local businesses;

11.3.4.2 Purchase food and resources with minimal packaging; or alternatively options where all packaging can be recycled;

11.3.4.3 Leftover food from college events run by the JCR Exec will be donated to the Community Fridges or Foodbank where possible; or alternatively composted at the EcoHub;

11.3.5 College merchandise available from the JCR Exec, including, but not limited to, freshers and event packs will be sourced from sustainable suppliers.

11.3.6 College merchandise available from the JCR Exec will, where available, not be single use.

12 SUB-COMMITTEES OF THE JCR EXEC

12.1 The JCR Exec may create sub-committees or be instructed to do so by a Bowland General Meeting.

12.2 Any sub-committee shall have a JCR Exec Representative as its chair, responsible for the operation of the sub-committee.

12.3 Any sub-committee shall have written terms of reference and membership as determined by the JCR Exec or a Bowland General Meeting.

12.4 Sub-committees may co-opt further members as determined by their terms of reference

12.5 JCR Exec sub-committees shall adopt the same procedures as used for JCR Exec meetings.

12.6 The recognised sub-committees of the JCR Exec, their scope and membership are as follows:

12.6.1 Extrav Committee

12.6.1.1 The committee is responsible for organising the Extrav, taking place in the last week of the summer term, or at the date chosen by the Students' Union.

12.6.1.2 The committee is chaired by the Vice President Activities, responsible for regularly updating the President and JCR Exec of the progress of the committee.

12.6.1.3 The committee shall form no later than week four of Lent Term and shall consist of the following:

12.6.1.4 President;

- 12.6.1.5 Vice President Activities ;
- 12.6.1.6 Vice President Democracy and Finance;
- 12.6.1.7 Vice President Welfare and Education;
- 12.6.1.8 Two Socials and Events Representatives;
- 12.6.1.9 Equality Representative;
- 12.6.1.10 International Representative;
- 12.6.1.11 Up to seven co-opted members of the JCR, not on the JCR Exec.

12.6.2 Welcome Week Committee

- 12.6.2.1 The committee is responsible for organising the Welcome Week, taking place in the first week of the Micheltas term, or at the date chosen by the Students' Union.
- 12.6.2.2 The committee is chaired by the President, responsible for regularly updating the JCR Exec of the progress of the committee.
- 12.6.2.3 No representative may sit on the committee if not present during the Welcome Week, in which case the Representative's position on the committee is to be filled by a member of the JCR Exec, at the discretion of the President.
- 12.6.2.4 The committee shall form no later than week eight of Lent Term and shall consist of the following:
 - 12.6.2.5 President;
 - 12.6.2.6 Vice President Activities ;
 - 12.6.2.7 Vice President Democracy and Finance;
 - 12.6.2.8 Vice President Welfare and Education;
 - 12.6.2.9 At least one Socials and Events Representatives;
 - 12.6.2.10 Equality Representative;
 - 12.6.2.11 International Representative;
 - 12.6.2.12 Two Welfare Representatives
 - 12.6.2.13 Up to three co-opted members of the JCR, not on the JCR Exec.

12.6.3 Winter Ball Committee

- 12.6.3.1 In the last two weeks of Michaelmas term there shall be a ball held exclusively for Bowland College Members and their guests., known as the Winter Ball This committee shall assist in the organisation and execution of the Winter Ball.
- 12.6.3.2 The Vice President of Activities shall chair this committee, and work with the SCR on the organisation of the event.
- 12.6.3.3 The committee shall form no later than week two of Summer Term and shall consist of the following:
 - 12.6.3.4 President;
 - 12.6.3.5 Vice President Activities ;
 - 12.6.3.6 Vice President Democracy and Finance;
 - 12.6.3.7 Vice President Welfare and Education;
 - 12.6.3.8 At least one Socials and Events Representatives;
 - 12.6.3.9 Equality Representative;

- 12.6.3.10 International Representative;
- 12.6.3.11 Up to three co-opted members of the JCR, not on the JCR Exec.

12.6.4 **Sporting Committee**

- 12.6.4.1 The committee is responsible for organising the Sporting Events taking place throughout the year, including but not limited to Founders.
- 12.6.4.2 The committee is chaired by the Vice President Activities, responsible for regularly updating the President and JCR Exec of the progress of the committee.
- 12.6.4.3 The committee shall form no later than week two of Michaelmas Term and shall consist of the following:
 - 12.6.4.4 President;
 - 12.6.4.5 Vice President Activities;
 - 12.6.4.6 Equality Representative;
 - 12.6.4.7 International Representative;
 - 12.6.4.8 Two Sports Representatives;
 - 12.6.4.9 Two Representatives from the Bowland College Netball Team;
 - 12.6.4.10 Two Representatives from the Bowland College Football Team;
 - 12.6.4.11 Two Representatives from the Bowland College Darts Team;
 - 12.6.4.12 Two Representatives from the Bowland College Pool Team.

CURRENT

President						
Vice President						
Welfare Reps (2)	Sports Reps (2)	Social and Events Reps (3)	Equality	Publicist	Communications	Democracy and Finance

PROPOSED

President						
Vice President Education and Welfare			Vice President Activities		Vice President Democracy and Finance	
Welfare Reps (W+, M+)	Inclusion Rep	International Rep	Social and Events Reps (2)	Sports Reps (W+, M+)	Publicity Rep	Communications Rep

+ encompasses any person who is questioning or identifies with other gender identities than man or woman.

Community inclusion representative reserved for a self defining liberation student in accordance with LUSU (disabled, LGBTQ+, REM, mature, international, womens+, parents and carers)