

**BYE-LAW 19**  
**FURNESS**  
**COLLEGE**  
**CONSTITUTION**

**Ratified by:**  
**College General Meeting: Monday 29<sup>th</sup> October 2007**  
**Union Council:**

## **BYE-LAW 19 Furness College Constitution**

### **B19.1 General Provisions**

- B19.1.1 The objectives of the JCR of Furness College shall be to promote a community whereby the educational and recreational interests of its members are furthered; and to contribute to the organisation and administration of Furness College (hereinafter called the College).
- B19.1.2 The College is a standing committee of the Union Council.
- B19.1.3 The JCR shall have the power to make bye-laws and resolutions in the manner prescribed in this constitution for the internal management of the JCR and the implementation of the objects defined in section B19.1 except in the constraints set out in Section 17 of the Union Constitution.
- B19.1.4 The property of the JCR shall be vested in the Executive Committee for the time being, and shall be used solely for the furtherance of the objectives stated in the section B19.1.
- B19.1.5 Any College affiliations must first be approved by Union Council as set out in Section 20 of the Union Constitution.
- B19.1.6 Where possible the JCR Chairperson shall convene and chair a meeting of the JCR Executive on a weekly basis. Attendance is mandatory for all members of the executive in the absence of a reasonable excuse. Apologies should be sent in advance to the Chairperson or General Secretary. The General Secretary will be responsible for keeping a record of attendance which will be regularly reported to the Chairperson.
- B19.1.7 The Chairperson shall remain neutral and impartial on all discussion items, and will not have a vote unless there is a tie in the vote. In this situation the Chairperson will have the casting vote. If the Chairperson feels that they unable to remain impartial on a particular item on the agenda, he shall step down as chair for the duration of the item, to be replaced by another member of the Executive, elected by a simple majority. If a member of the Executive doubts the ability of the chair to remain impartial for a particular discussion item, a motion of no confidence in the chair may be proposed and passed only with a two-thirds majority. The motion of no confidence is only valid for the duration of that discussion item and is automatically revoked when the item is over.
- B19.1.8 All Officers of the Executive apart from the Chairperson (as outlined in

section B19.1.7 of this constitution) hold one vote each with regard to Executive decisions.

**B19.2 General Meetings**

B19.2.1 General Meetings of the JCR shall be held when called by the Chairperson and otherwise when requisitioned in accordance with B19.2.5 below with at least one General Meeting being called per term.

B19.2.2 General Meetings shall possess all powers necessary for the efficient administration of the JCR, including the management and allocation of funds and property of the JCR, authorising the officers to make, vary and cancel contracts, and the passing of motions of no confidence in any officer or member of a Committee of the JCR.

B19.2.3 No motion of no confidence in an officer or member of a committee of the JCR may be discussed by a General Meeting unless at least seven days' notice has been given to the Chairperson, and any such motion shall not be taken as having been passed unless at least two-thirds of those members present at the meeting vote in favour of it.

B19.2.4 A General Meeting may not instruct the Executive or any officer or committee of the JCR to break the law of the land.

B19.2.5 General Meetings may be called by the Chairperson when he deems it advisable or when requested to do so by the President of the JCR, the Principal of the College, the College Council or not less than 15 members of the JCR (in which case 10 or more of them must be present in order for the meeting to be quorate).

B19.2.6 A request for a General Meeting shall be made in writing to the Chairperson who shall then call the General Meeting within 8 days of the receipt of the request, or if the request is stated to be an emergency, within 48 hours of the receipt of the request (excluding the period between 5:00pm on a Friday and 9:00am on a Monday and periods out of term).

B19.2.7 An Emergency General Meeting may only discuss and vote on the emergency issue and shall not vote to authorise the appropriation of any money or property of the JCR.

B19.2.8 Public notice of a General Meeting shall be given at least 24 hours in advance of an Emergency General meeting, 72 hours in advance of an ordinary meeting, and 7 days in advance for an annual meeting, in the first two cases disregarding the period between 5:00pm on a Friday and 9:00am on a Monday, and in all cases disregarding the periods out of

University terms.

- B19.2.9 There shall be an Annual General Meeting of the JCR each Michaelmas term, during weeks 7 or 8, or in accordance with the LUSU timetabling of elections. The President shall present an annual report on the activities of the JCR to the AGM, and the Treasurer shall present an audited statement of accounts for the previous financial year. The Treasurer shall also give an indication of any outstanding bills likely to occur at the end of her/his term of office. All officers of the JCR Executive may give a short report of their activities during the year. The AGM cannot be counted as the termly General meeting of the JCR.
- B19.2.10 The conduct of the General Meetings shall be governed by standing orders made from time to time by a General Meeting bye-law. Any dispute concerning the interpretation of a standing order shall be dealt with by the Chairperson for the time being of a General Meeting at which the matter is raised. The decision of the chair is final.
- B19.2.10.1 Any motion brought to a General Meeting shall be conducted according to the following procedure: An argument in favour of each available option shall be presented by a member of the JCR as a verbal presentation lasting no more than five minutes. A shorter time limit may be set at the discretion of the Chairperson; A moderated discussion on the options presented will take place within a time limit to be set by the Chairperson prior to its commencement; Each of the speakers will present a short summary of their arguments; A vote will be carried out taking into account all of the options available.
- B19.2.10.2 If a member of the JCR doubts the ability of the chair to remain impartial for a particular discussion item, a motion of no confidence in the chair may be proposed and passed only with a two-thirds majority. The motion of no confidence is only valid for the duration of that discussion item and is automatically revoked when the item is over.
- B19.2.11 Only members of the JCR may vote at a General Meeting. People not in the JCR must obtain speaking rights at the meeting (requiring a simple majority) in order to speak.
- B19.2.12 Subject to B19.2.5 above, 5% of the members of the JCR shall constitute a quorum at a General Meeting.

B19.4 **Officers and Executive Committee**

B19.4.1 The Executive Committee shall consist of the following officers of the JCR; the President, Vice-President, Treasurer, Chairperson, General Secretary, two Social Secretaries, Publicity Officer, two Magazine Editors, Male Education & Welfare Officer, Female Education & Welfare Officer, two Sports Secretaries, International Students Representative, Students With Disabilities Representative, LGBT Representative, Environmental and Ethics Officer and two College DJs.

B19.4.2 The duties of the Executive shall be to execute the resolutions and by-laws of the JCR (except where provision is made by the constitution or bye-laws); to co-ordinate and supervise the work of all sub-committees of the JCR; to represent the JCR view to the University, Senior College and the Students Union, and to account for the funds and property of the JCR. The Executive shall also work as a team in the promotion of JCR activities and their support for each other and the College. They therefore may be required to act on or above their duties in the interests of the College, Union or the University.

B19.4.3 The powers and duties of the officers are as follows:

President who shall stand for election either individually or with another person, running as a team for joint-Presidency, and shall be: Responsible for the co-ordination and control of the Executive, liaison with the senior members of the University and College, to ensure other officers comply with B19.4.4 and B19.4.5. The President shall be the primary representative of JCR policies and as such represent the JCR on committees they are elected to by the Students Union Executive, the Union or the JCR. The President shall, in conjunction with the Social Secretaries and the Treasurer be responsible for the organisation of the Summer Extravaganza and shall be ultimately responsible and accountable for it to the Students Union and the JCR. The President shall support and assist other members of the Executive in the performance of their duties. If President role is fulfilled by a team as a joint presidency they will hold one vote each with regard to Executive decisions.

Treasurer who shall be Responsible for overseeing and administering the control and conduct of the financial business of the JCR; representation of the JCR on the relevant external financial committees; the maintenance of an up to date account of all JCR financial transactions; monthly checking of the accounts prepared by LUSU finance office; responsibility for the running of all hired machines, signing off on revenue from said machines and ensuring that necessary repairs are undertaken. The Treasurer shall give financial advice to all officers on the expenditure of budget and shall

prohibit certain transactions if they are not financially viable. The Treasurer shall in conjunction with the President and the Social Secretaries be responsible for the organisation of the summer Extravaganza and shall be responsible and accountable for it to the Students Union and the JCR. The Treasurer shall also work with the Vice-President in the organisation of Intro Week.

The Union Council shall be empowered on the advice of its Finance and General Purposes Committee, to establish financial bye-laws and regulations which shall be binding on the JCR as set out in section 10 of the Students' Union Constitution.

The Treasurer shall support and assist other members of the Executive in the performance of their duties and shall attend all relevant meetings as mandated by B19.4.5. This position shall be held by only one person at a given time.

Vice-President who shall Support the President of the JCR. The Vice-President shall be the primary representative for the junior members educational needs, representing the junior members on the student union academic council and shall stand for election for University Senate. The Vice-President shall also be responsible for the booking, organisation and co-ordination of the College Intro Week.

The Vice-President shall support and assist other members of the Executive in the performance of their duties. This position shall be held by only one person at a given time.

Chairperson who shall be responsible for the convening all JCR meetings, as described by section B19.2 of this constitution. The chairperson shall be responsible for keeping an up to date record of this constitution and ensure that it is available to any member of the college upon request. The chairperson shall have overall responsibility of JCR elections and involvement in Union elections, as described by section B19.6 of this constitution. The chairperson shall also sit on the election sub committee of the union. The chairperson shall, subject to any resolution being passed to the contrary, chair all general meetings, and shall call all general meetings in accordance with any regulations in this constitution. The Chairperson does not hold a vote in meetings, unless the vote is tied, in which case the Chairperson has the casting vote.

The Chairperson shall support and assist other members of the Executive in the performance of their duties and shall attend all relevant meetings as

mandated by B19.4.5.

General Secretary who shall be responsible for preparing and maintaining a set of minutes and, through liaising with the Chairperson, a record of resolutions and bye-laws of all executive, general and sub-committee meetings, therefore the General Secretary also automatically sits on all JCR Executive sub-committees. The General Secretary shall maintain the college website both directly and through providing support to the other members of the Executive in maintaining their areas of responsibility on the website. The General Secretary is also responsible for co-ordinating the taking of photographs at college socials and events.

The General Secretary shall support and assist other members of the Executive in the performance of their duties and shall attend all relevant meetings as mandated by B19.4.5.

Social Secretaries who shall stand for election as a team of two people. The Social Secretaries shall be responsible for furthering the interests of the College in social activities. The Social Secretaries shall, in conjunction with the President and the Treasurer be responsible for organising the summer Extravaganza and shall be responsible and accountable for it to the Students Union and the JCR. They shall also be responsible for the organisation and co-ordination of the Christmas Ball. The Social Secretaries will also organise the bi annual fifteen hour bar crawl. The Social Secretaries should also draft the Social Planner for each term, which should be forwarded to the Publicity Officer before the start of said term. The Social Secretaries will hold one vote each with regards to Executive decisions.

The Social Secretaries shall support and assist other members of the Executive in the performance of their duties and shall attend all relevant meetings as mandated by B19.4.5.

Sports Secretaries who shall stand for election as a team of two people, one of which must self define as male and one of which must self define as female. The Sports Secretaries shall be responsible for promoting the sporting life of the members of the JCR, so that sport is accessible to and enjoyed by as many members of the college as possible. The Sports Secretaries shall be responsible for organising inter-college teams and liaising with the Students' Union Athletic Union and team captains. The Sports Secretaries shall promote and organise the Carter Shield teams from within the College, and attend all such events. Sports Secretaries should also convene at least one meeting per term of all college team

captains from the George Wyatt leagues and Netball and Football leagues. The Sports Secretaries will hold one vote each with regards to Executive decisions.

The Sports Secretaries will be elected for an academic term of office by means of election in the Summer Term.

The Sports Secretaries shall support and assist other members of the Executive in the performance of their duties and shall attend all relevant meetings as mandated by B19.4.5.

LGBT Representative who shall be responsible for promoting awareness of lesbian, gay, bisexual rights and transgender rights in the college and to liaise with the Students' Union non-sabbatical LGBT representative. The LGBT Representative shall be responsible for ensuring that issues relevant to these communities are raised at appropriate times. The LGBT Representative shall liaise with the Social Secretaries and the Vice President to ensure that College socials and Intro Week are as inclusive as possible.

The LGBT Representative shall support and assist other members of the Executive in the performance of their duties and shall attend all relevant meetings as mandated by B19.4.5. This position shall be held by only one person at a given time.

International Students Representative who shall be responsible for representing International Students' interests and promoting their involvement in the college, aiding their specific needs, organising events and supporting cultural diversity.

The International Students Representative shall support and assist the other members of the Executive in the performance of their duties, and shall attend all meetings as mandated by B19.4.5. This position shall be held by only one person at a given time.

Publicity Officer who shall be responsible for the public image of the JCR and promote its interests at all levels. The publicity officer shall publicise and promote JCR events, including but not exclusive to social events, general meetings, welfare campaigns and college and university elections, in conjunction with the Social Secretaries, Chairperson, Education and Welfare Officers, Magazine Editors and Sports Secretaries, and in conjunction with the Block Reps, the putting up the publicity for the events. The Publicity Officer shall be responsible for the production of the weekly JCR Electronic Newsletter 'Baby-e-Furst'. The Publicity Officer shall

receive the draft Social Planner from the Social Secretaries before the beginning of each term for production and distribution before by the end of Week One of said term.

The Publicity Officer shall support and assist other members of the Executive in performance of their duties and shall attend all relevant meetings as mandated by B19.4.5. This position shall be held by only one person at any given time.

Magazine Editors who shall stand for election as a team of two people for joint editorship. The Magazine Editors shall edit and publish 'BabyFurst' on a fortnightly basis. The Magazine Editor shall edit and publish 'Furst' on a termly basis. The Magazine Editor shall liaise with the Student Union Sabbatical SCAN Editor. The Magazine Editors will be responsible for looking after the JCR Executive printer, and overseeing the keeping of a record of its use by other officers so that the cost of maintaining it can be distributed accordingly. The Magazine Editors will hold one vote each with regards to Executive decisions.

The Magazine Editor shall support and assist other members of the Executive in performance of their duties and shall attend all relevant meetings as mandated by B19.4.5.

Female Education & Welfare Officer They shall be responsible for promoting the education and welfare of all JCR members. To assist in all problems concerning education or with grants and accommodation both on campus and off campus and to represent the JCR on Union and University Welfare Committees. They shall also take responsibility for promoting and assisting with the SU Educational and Welfare campaigns and liaising with the SU Education and Welfare officer for resources and information.

They shall also promote women's issues in the college and liaise with the Students' Union Women's Officer and be the representative for the Women's Campaign Committee. Any candidate that takes up this position must be self defined as female. This position shall be held by only one person at a given time.

Male Education & Welfare Officer They shall be responsible for promoting the education and welfare of all JCR members. To assist in all problems concerning education or with grants and accommodation both on campus and off campus and to represent the JCR on Union and University Welfare Committees. They shall also take responsibility for promoting and assisting with the SU Educational and Welfare campaigns and liaising with

the SU Education and Welfare officer for resources and information.

They shall also promote male issues in the College and liaise with the Students' Union Education & Welfare Officer in regards to specific male campaigns. Any candidate that takes up this position must be self defined as male. This position shall be held by only one person at a given time.

Students With Disabilities Representative shall represent the interests of the disabled students and promote their involvement in the college, aiding their specific needs and organising events. The Students With Disabilities Representative shall ensure that all necessary provisions are taken for facilitating the participation of disabled students at College events. The Students With Disabilities Representative shall liaise with the Social Secretaries and the Vice President to ensure that College socials and Intro Week are as inclusive as possible.

The Students With Disabilities Representative shall support and assist other members of the Executive in the performance of their duties and shall attend all relevant meetings as mandated by B19.4.5. This position shall be held by only one person at a given time.

Environmental and Ethics Officer who shall raise awareness of environmental and ethical concerns both around campus and on a global scale, support other college's Green and/or Environmental and Ethics Officer's and liaise with the Student's Union Non Sabbatical Green Officer. The Environmental and Ethics Officer shall co-ordinate recycling and implement other environmentally friendly schemes where possible.

The Green Officer shall support and assist other members of the Executive in the performance of their duties and shall attend all relevant meetings as mandated by B19.4.5 This position shall be held by only one person at a given time.

College DJ who shall stand for election either individually or with another person, running as a team of two. The College DJs shall be responsible for disco equipment and shall liaise with the Social Secretaries. They shall be responsible for the maintenance, upkeep, lease and return of the DJ equipment. The DJs shall also be responsible for looking after and organising the DJ storage space. They shall be available to assist in social activities when asked to do so. They will not be paid for their services. The College DJs will hold one vote each with regards to Executive decisions.

B19.4.4 The powers of the Executive and officers may be added to or removed from them by a General Meeting at any time. Any such decision requires

a majority of two-thirds of those present at the meeting (hereafter called a qualified majority).

B19.4.5 All members of the Executive are required to attend General Meetings, Executive Meetings, College Council, in the absence of a reasonable excuse. Other specific meetings to be attended in the absence of a reasonable excuse include;

The President, Treasurer Social Secretaries and Vice-President must also attend Management Meetings.

The President must attend Union Council.

The President, Treasurer and Social Secretaries shall sit on Extrav Sub Committee.

The Vice-President and Education and Welfare Officers must attend Academic Council.

The Sports Secretaries must attend Inter-College Executive Meetings.

The female Education & Welfare Officer must attend the Women's Campaign Committee.

Both of the Education & Welfare Officers must attend Welfare committee.

The Chairperson must also attend Elections subcommittee.

The LGBT Representative must attend meetings of the LGBTA.

The Environmental and Ethics Officer must attend Green Committee.

Two of the following officers must attend the Equal Opportunities Committee; Students with Disabilities Representative, International Students Representative, LGBT Representatives, Environmental and Ehtics Officer, Male Education and Welfare Officer, or Female Education and Welfare Officer. The two officers should be elected by the Executive at the first available opportunity.

The President, both Education and Welfare Officers and four further officers as elected by the Executive should sit on the college Disciplinary Committee.

Four members of the JCR excluding the Education and Welfare Officers

should be elected by the Executive committee to sit on the college tribunal. Only two officers will sit at one time but four officers should be elected to allow for reserves.

Either the International Students Officer or the Environmental and Ethics Officer shall sit on the One World Week Committee, as elected by the executive.

- B19.4.6 Failure to attend the specific meetings in B19.4.5 above or to carry out the duties listed in Section B19.4.3 without reasonable excuse is sufficient grounds for a suspension, motion of censure or of no confidence of the officer concerned. The President, with the support of one other Executive, can suspend another officer for failure to attend meetings, neglect or failure of their duties or misconduct without reasonable excuse. A written warning must precede this suspension and if the President is not satisfied by the response, or if there is no response at all, then the officer shall be suspended. If the officer concerned is the President, then the Vice-President shall have the power to enforce the suspension with the support of one other Executive member. The suspension shall be upheld until the following General Meeting where it shall either be confirmed or removed. If the suspension is upheld then either a specific duration of suspension shall be discussed or a motion of no confidence.
- B19.4.7 The confirmation of a suspension or a motion of no confidence or censure of an officer of the JCR requires a qualified majority. Any officer against whom a motion of no confidence has been passed automatically ceases to hold office either immediately or at such a time specified in the motion. If the officer has been elected as part of a group, e.g. a Sports Secretary or a Social Secretary then a by-election or co-option shall be held to replace the officer, at the discretion of the Chairperson in consultation with the rest of the Executive. For any other post a by-election must be held.
- B19.4.8 Officers of the JCR may resign at any time giving 14 days notice to the President and the Chairperson. In the case of resignation by the President or Chairperson 14 days notice in writing must be given to the College Principal and the Union President or Union General Secretary respectively.
- B19.4.9 All members of the executive, apart from the President and Vice-President, shall be allocated a residence block for which they are the representative (one of which will be for 'off-campus students'). This position will involve publicising all relevant events and campaigns as directed by specific members of the executive. They shall also act as point of communication between the college and executive.

**B19.5 Committees and Representatives of the JCR**

B19.5.1 The JCR shall have the following committees and representatives who shall be selected from the JCR by the relevant committee chair at the time of their choosing. Notice of these selections shall be carried out by the relevant committee chair. They shall have duties and responsibilities, but they shall not have the Executive voting power of other officers.

- (a) The Extrav Committee
- (b) The Intro Week Committee
- (c) The Daytime Extrav Committee

B19.5.2 The Extrav Committee shall be chaired by the President who shall select other members from the JCR. The two Social Secretaries and the Treasurer shall be Vice-chairs on the committee. All other Executive officers shall sit on this committee and assist in the organisation of the summer Extravaganza. Members shall be available to attend all meetings as organised by the chair.

B19.5.3 The Intro Week committee will be organised and chaired by the Vice-President and shall comprise of all members of the Exec as well as any other members of the JCR who wish to assist. The Education and Welfare Officers and the Treasurer shall be Vice-chairs on the committee. Members will attend all meetings as organised by the chair and be available to attend the Intro Week of the College.

B19.5.4 The Daytime Extrav Committee will be organised and chaired by an officer selected by the President, and shall have three Vice-chairs as selected by the President in consultation with the committee Chair. No other Executive officers shall sit on the committee unless the event does not take place on the same day as Extrav. Other members of the JCR can be selected by the Chair. Members will attend all meetings as organised by the chair and be available to attend Daytime Extrav.

B19.5.5 The College DJs shall be responsible for disco equipment and shall liaise with the Social Secretaries. They shall be responsible for the maintenance and upkeep of the DJ room and all its equipment. They shall assist in the entertainment at the annual Christmas Ball and be available to assist in social activities when asked to do so. They will not be paid for their services.

**B19.6 Elections**

B19.6.1 All elections are overseen by the Union Council Elections Sub-Committee, whose decision is final, subject to the complaint process set out in Section 21 of the Union Constitution.

- B19.6.2 The Chairperson shall be the Chief Returning Officer in all College elections, and shall have overall responsibility for ensuring that elections are conducted in accordance with the Constitution. The Chairperson shall appoint a Deputy Returning Officer before the start of the elections should a conflict of interest be anticipated.  
The Deputy Returning Officer will fulfil all obligations of the Chief Returning Officer for the relevant elections.
- B19.6.3 In the event of a vacancy in the office of Chairperson at the time of an election or by-election, the General Meeting shall elect an Acting Returning Officer.
- B19.6.4 The Chief Returning Officer shall consult with the Union Council Elections Sub-Committee to appoint the date for elections and by-elections; the annual election shall normally take place on the Thursday of Week 8 of the Michaelmas Term, but may be held on a different day during weeks 7, 8 or 9 of the Michaelmas term if the Chief Returning Officer considers that a change of date is necessary. Elections and by-elections shall not be held on a Friday, Saturday or Sunday or out of term.
- B19.6.5 Nominations shall close at 6:00pm one week before the date of Question Time. Nomination sheets shall be posted on College noticeboards seven days before nominations close. Nomination sheets shall be signed by the Chief Returning Officer and shall contain:
- (a) a statement of the post or posts to be filled;
  - (b) the date and time of closure of nominations;
  - (c) the date, time and place of Question Time;
  - (d) the date, time and place of polling;
  - (e) space for putting in names of candidates with signatures of proposers and seconders;
  - (f) a notice indicating where additional information regarding election procedure may be found.
- B19.6.6 A nomination shall not be valid unless a candidate is eligible for election and has been nominated and seconded by two members of the JCR.
- B19.6.7 The Chief Returning Officer shall scrutinise those nominations recorded and rule on their validity, and shall remove the nomination sheets from the noticeboards, after the time for nominating candidates has expired.
- B19.6.8 Question Time shall be held after nominations have closed but before polling day, at a time and place appointed by the Chief Returning Officer. The Chief Returning Officer shall chair Question Time.

- B19.6.9 Each candidate may make one speech at Question Time. The Chief Returning Officer may stipulate in advance a time limit for speeches. The Chief Returning Officer shall allow questions from the floor to candidates after all the candidates for any one office who wish to speak have done so.
- B19.6.10 Candidates may use fifty A4 sheets of paper (or material of equivalent size) in any way they wish to campaign for the position they are standing for. All campaign material must be approved by the Chief Returning Officer who must stamp them with the official College stamp before they are used. These campaigns must not be slanderous to any other candidate and all campaign material will be removed from the polling vicinity on the eve of the election. The only election propoganda that can be shown in the polling vicinity is a copy of the candidates' manifestos.
- B19.6.11 The Chief Returning Officer shall be responsible for the staffing of the polling station by tellers, who may be members of the JCR or senior members of the College. Those acting as tellers may not be either candidates or proposers or seconders of candidates in the election. Whilst administering the polling booth tellers must remain neutral to any candidate.
- B19.6.12 Polling shall take place between 10:00am and 6:00pm. The polling station shall be staffed at all times by at least two tellers. No candidate shall enter the polling station more than three times during polling hours and no person may canvass in or at the entrance to the polling station.
- B19.6.13 Voting shall be by secret ballot. The method of voting shall be laid down from time to time by bye-law.
- B19.6.14 Votes shall be counted by the Chief Returning Officer and up to three tellers appointed for the purpose by the Chief returning Officer. Counting shall take place in the presence of the Student's Union Chief Returning Officer and/or a member of staff from the student union. At the time of the JCR Executive election other college's chief returning officers and tellers may also be present.
- B19.6.15 The Chief Returning Officer and the JCR President shall formally announce the results. Those present at the count shall not disclose the results prior to the formal announcement.
- B19.6.16 The Chief Returning Officer may disqualify a candidate for violation of the rules laid down in this section of the constitution for the conduct of elections.

- B19.6.17 By-elections shall be held where a vacancy arises in the course of the year. The procedure for by-elections is the same as for the annual election.
- B19.6.18 If there are insufficient candidates to fill the vacancies at an election or by-election, the Executive shall, with the consent of a General Meeting, co-opt a provisional member until another by-election can be held.
- B19.6.19 Candidates elected in the annual elections shall take office at the conclusion of Week 10 of Michaelmas Term.
- B19.6.20 A full member is entitled to nominate a candidate, be a candidate and vote in a JCR election.

**B19.7 Amendments**

- B19.7.1 Amendments to this constitution may be made by resolution of a General Meeting of which at least seven days notice has been given. Proposed amendments shall be publicly displayed for at least seven days prior to the meeting.

The Chairperson shall convene a meeting to include the President and two other elected members of the Executive to annually review and if necessary, revise this constitution if bylaws need changing in accordance with union policy or if job descriptions or clauses need amending or omitting. This shall not be done without the full consent of the Executive and the JCR. This is to ensure that the constitution stays relevant to the workings of the JCR and so it can be interpreted clearly by all. The review shall be done in the Michaelmas term.

**B19.9 Complaints**

- B19.9.1 Complaints about the running or operation of the JCR should initially be discussed with the JCR Executive, but then go to the Union President and the procedure used as set out in Section 21 of the Union Constitution.

**B19.10 Membership**

- B19.10.1 Membership of the JCR falls into two categories; full and associate, as set out in Section 7 of the Union Constitution.

**B19.11 Opt Out**

- B19.11.1 A student can opt out of JCR and Union membership but not one or the other. The Director of Student Services should be approached for further information.

**B19.12 Interpretation**

B19.12.1 Unless the context requires otherwise, in this constitution the masculine includes the feminine.

**B19.13 Finance**

B19.13.1 The JCR's finances shall be conducted in line with Union Regulations and Constitution.