

# Constantine Student Association Terms of Reference

## CONSTITUTION

### 1. General

- 1.1. This document sets out the Terms of Reference for the Constantine Student Association (hereafter called 'the CSA'), the representative body of students of Constantine College, a College of the University of York. It consists of the Constitution and the Appendices. It shall be the governing document and guide to all the activities of the CSA. It shall be subject to ratification by the College Council of Constantine College and maintained by the Constantine Student Association Committee (hereafter called 'CSA Committee').
- 1.2. The Constitution may be amended by a Referendum in accordance with section 6, if a majority of the votes cast are in favour of a suitably-proposed resolution. Any changes to the Constitution shall be subject to ratification by the College Council before coming into effect.
- 1.3. The Appendices may be amended by a majority vote of an Open Meeting of the CSA Committee (see section 5).
- 1.4. This document shall be reviewed every five years by the CSA Committee. Any proposed changes shall be made subject to the provisions of sections 1.2. and 1.3. before coming into effect.
- 1.5. The College Council shall be responsible for resolving any disputes about the meaning and interpretation of this document.
- 1.6. The CSA may be dissolved if EITHER its undergraduate members OR its postgraduate members vote in a referendum to secede from the CSA. A referendum on secession from the CSA may be called by a petition signed by 5% of the Ordinary Membership of the CSA and submitted to the President of the CSA Committee. A motion for the undergraduates to secede from the CSA will pass if at least 20% of the undergraduate members of the CSA cast a vote and a majority of the votes cast are in favour of secession. A motion for the postgraduates to secede from the CSA will pass if at least 20% of the postgraduate members of the

CSA cast a vote and a majority of the votes cast are in favour of secession. The dissolution of the CSA shall be subject to ratification by the College Council before coming into effect. The dissolution shall only be ratified once the CSA Committee has made provision for setting up a new student organisation(s) and handing over its affairs.

## **2. Membership of the CSA**

- 2.1. The following are Ordinary Members of the CSA, entitled to participate fully in CSA activity and elections and to use all CSA facilities:
  - 2.1.1. all undergraduate student members of Constantine College currently registered on a programme of study at the University;
  - 2.1.2. all postgraduate student members of Constantine College currently registered on a programme of study at the University;
- 2.2. The following are Associate Members of the CSA, entitled to use CSA facilities and to participate in its social, recreational and cultural activities but not permitted to take part in the governance and policy making of the CSA, including participating in any processes regarding elections:
  - 2.2.1. any student member of Constantine College granted suspension of studies from the University;
  - 2.2.2. all Honorary Members of the CSA appointed by a CSA Committee majority vote (see Appendix [C]);
  - 2.2.3. all other members of Constantine College, including College Staff, College Fellows and members of the Senior Common Room.
- 2.3. All Members shall have the right to opt-out of CSA membership by making a request in writing to the President of the CSA Committee (see section 4).
- 2.4. Former members of the CSA who have opted-out of membership, but who qualify for membership, may re-join by making a request in writing to the President of the CSA Committee (see section 4). They shall become a Member of the CSA from the start of the next academic term.

## **3. Purpose of the CSA**

3.1. The purpose of the CSA shall be to:

- 3.1.1. represent, promote and defend the interests and wellbeing of all its student members;
- 3.1.2. develop and promote the College's sense of community and unique identity;
- 3.1.3. promote a culture of respect within the College, and towards the local community, and combat all forms of discrimination;
- 3.1.4. provide social, cultural, sporting and recreational activities, as well as forums for discussion and debate, for the personal development of its members;
- 3.1.5. promote and support opportunities for student members to develop their skills and experiences through voluntary, charitable and enterprise activities;
- 3.1.6. represent their members at the College Council and to management, the Students' Union, the University and any external bodies;
- 3.1.7. work with the College Council to develop and implement the College strategy and to support the charitable strategies of the Students' Unions.

#### **4. The Constantine Student Association (CSA) Committee**

- 4.1. The CSA Committee is a group of Ordinary Members elected by the CSA which shall be responsible for the organisation of activities, events and campaigns on behalf of the CSA, as well as responsible for maintaining the CSA accounts. It may spend CSA funds in order to achieve the objectives of the CSA.
- 4.2. The elections to the CSA Committee shall be in accordance with section 8 of this Constitution.
- 4.3. The CSA Committee shall hold office for a period of one year, from January 1st until December 31st.
- 4.4. The Executive Officers of the CSA Committee shall be:
  - 4.4.1. the President;
  - 4.4.2. the Treasurer;
  - 4.4.3. the Secretary;
  - 4.4.4. the Vice President for Events and Activities;

- 4.4.5. the Vice President for Community and Wellbeing;
  - 4.4.6. the Vice President for Business, Marketing and Merchandise;
  - 4.4.7. the Vice President for Sport;
  - 4.4.8. the Lead Postgraduate Representative
- 4.5. The Executive shall designate one of the Executive Officer(s), who also happens to be a postgraduate, as the Lead Postgraduate Representative to represent postgraduates on the College Council and liaise with the Graduate Student Association.
- 4.6. In the event that no postgraduates are elected to positions on the Executive it will co-opt a postgraduate member to fulfil this role under the procedure set out in 8.14 with the exception that this role will be only open to postgraduate members. The Lead Postgraduate Representative shall become an additional member of the Executive.
- 4.7. The Executive Officers shall be responsible for the day-to-day administration and management of the financial affairs and activities of the CSA.
- 4.8. The Executive Officers of the CSA Committee shall sit on the College Council with full voting rights as representatives of the CSA.
- 4.9. If the number of seats on the College Council reserved for representatives of the CSA shall be fewer than the number of Executive Officers, the representatives of the CSA shall be appointed by the President from amongst the Executive Officers with the proviso that the Lead Postgraduate Representative must be one of the nominated representatives.
- 4.10. If the number of seats on the College Council reserved for representatives of the CSA shall exceed the number of Executive Officers, further representatives shall be appointed by the CSA Committee.
- 4.11. A full list of CSA Committee positions and their respective responsibilities may be found in Appendix [A].
- 4.12. No CSA Member shall hold more than one position on the CSA Committee with the exception of the Lead Postgraduate Representative who may hold another position on the Executive. If the Lead Postgraduate Representative is also another

Executive Officer, adoption of this additional role does not grant an additional vote.

- 4.13. Should any CSA Committee Member cease to be an Ordinary Member of the CSA, that Committee Member shall be immediately removed from office.
- 4.14. A motion may only be passed in a meeting of the CSA Committee if at least 50% of its membership cast a vote and a majority of the votes cast are in favour of the motion.
- 4.15. In the event of a tied vote, the President shall have the casting vote.
- 4.16. Any Ordinary Member of the CSA may attend a meeting of the CSA Committee with speaking rights but only CSA Committee Members shall have voting rights.
- 4.17. The CSA Committee shall act upon all policies passed by an Open Meeting in accordance with section 5 or by a Referendum in accordance with section 6.
- 4.18. The Treasurer shall present the annual financial report of the CSA to an Open Meeting (see section 5) and to the College Council.
- 4.19. Any allocation of CSA resources shall be done in a fair and transparent manner. Allocations of CSA funding shall be operable through an application process. Applications must be submitted by the submission deadline, as agreed upon by the Executive Officers and publicised at least two weeks in advance. Applications will be presented, and voted upon, at a full CSA Committee meeting. Applications will only be successful if they receive a majority vote. Where an application is successful, the successful party agrees to submit accounts to the President, Vice President or Treasurer upon request. Requests for accounts must allow 48 hours for the account holder to produce the required documentation.

## **5. Open Meetings**

- 5.1. The purpose of an Open Meeting shall be to discuss issues of relevance to the CSA, pass CSA policies and amend the Appendices of this Constitution.
- 5.2. Whilst in session, an Open Meeting shall be the sovereign decision-making body of the CSA.

- 5.3. An Open Meeting shall be called at least once each year.
- 5.4. The methods for calling an Open Meeting shall be:
  - 5.4.1. a petition signed by 4% of the Ordinary Membership of the CSA and submitted to the President of the CSA Committee;
  - 5.4.2. a majority vote of the CSA Committee;
  - 5.4.3. the President of the CSA Committee calling an Open Meeting.
- 5.5. The CSA Committee shall give written notice of a forthcoming Open Meeting at least one week in advance.
- 5.6. The agenda shall be set by the President of the CSA Committee and shall include any items submitted by an Ordinary Member of the CSA, as well as an open section to discuss any other business.
- 5.7. The agenda shall be published by the CSA Committee at least 72 hours in advance of the Open Meeting.
- 5.8. The President of the CSA Committee shall chair the Open Meeting. In the absence of the President, the Vice President shall chair the open meeting. In the event that both the President and Vice President are absent, the Open Meeting shall vote to appoint a replacement for the duration of the Open Meeting. The Chair shall ensure that the meeting is in order, that all statements are relevant to debate and that no defamatory remarks are made. In the case of unruly behaviour, the Chair may exercise the power to halt the meeting until the offending individual has been excluded from the meeting.
- 5.9. A motion may only be passed in an Open Meeting if a majority of the votes cast are in favour of the resolution.
- 5.10. In the event of a tied vote, the President shall have the casting vote.
- 5.11. Any decision made by an Open Meeting may only be amended by a Referendum (see section 6) or an Open Meeting held in a subsequent academic term.

## **6. Referenda**

- 6.1. The purpose of a Referendum shall be to pass CSA policies and amend this Constitution.
- 6.2. The methods for calling a Referendum shall be:
  - 6.2.1. a petition signed by 10% of the Ordinary CSA membership submitted to the President of the CSA Committee;
  - 6.2.2. a majority vote of the CSA Committee;
  - 6.2.3. the President of the CSA Committee calling a Referendum.
- 6.3. The CSA Committee shall give written notice of a forthcoming Referendum at least five working days in advance.
- 6.4. Any motions for a Referendum shall be submitted to the President of the CSA Committee and published by the Committee at least one week in advance.
- 6.5. Referenda shall be debated, before voting opens, in an Open Meeting in accordance with section 5. Amendments may be submitted, discussed and voted on in the Open Meeting.
- 6.6. Voting in the Referendum shall be by secret online ballot in which every Ordinary Member of the CSA shall be allowed one vote.
- 6.7. A motion may only be passed by a Referendum if at least 20% of Ordinary Members cast a vote in the Referendum and a majority of the votes cast are in favour of the resolution.
- 6.8. Any decision made by a Referendum may only be amended by another Referendum held in a subsequent academic term.

## **7. Accountability of CSA Committee Members**

- 7.1. All CSA Committee Members shall be expected to fulfil their role to the best of their ability. They shall fulfil the responsibilities of their position found in Appendix [A] and any mandates associated with their office that are passed by the CSA.
- 7.2. As a member of the CSA Committee, each shall share collective responsibility for

the operation of the CSA and shall be expected to support other CSA Committee Members in their duties as required.

7.3. Any Ordinary Member of the CSA may hold a CSA Committee Member to account by petitioning the CSA Committee to hold a Vote of No Confidence in the Committee Member by following the procedure outlined in section 7.4.

7.4. The process for a Vote of No Confidence shall be as follows:

7.4.1. a petition signed by five CSA Committee Members or fifteen Ordinary Members of the CSA shall be submitted to the President of the CSA Committee (if the President of the CSA Committee is the subject of the Vote of No Confidence, the petition shall be submitted to another Executive Officer of the CSA Committee who has not signed the petition);

7.4.2. the CSA Committee shall be informed of the petition and it shall be added to the agenda of the next CSA Committee meeting;

7.4.3. the Committee Member in question shall be suspended until the meeting of the CSA Committee takes place, and may not fulfil any of the duties of their role;

7.4.4. at the CSA Committee meeting, a discussion and a vote shall take place on whether to remove the Committee Member in question from their role and from the Committee (if the President of the CSA Committee is the subject of the Vote of No Confidence, the meeting shall be chaired by another Executive Officer of the CSA Committee who has not signed the petition);

7.4.5. if any Committee Member (including the subject of the Vote of No Confidence) wishes to appeal against the result of this vote, the CSA Committee shall call an Open Meeting (see section 5) where a further discussion and vote shall take place;

7.4.6. in the event of an Open Meeting being inquorate, the appeal will be heard by the Head of College.

7.5. In the event of a CSA Committee Member failing to attend three CSA Committee meetings without recorded apologies in the minutes during a single term, that Committee Member may be suspended and made subject to the provisions of section 7.4.4.

7.6. CSA Committee Members may resign at any time by submitting their resignation to the President who shall present it on their behalf to the CSA Committee. If the



President is resigning, their resignation shall be submitted to the Secretary of the CSA Committee to present on their behalf to the committee.

- 7.7. If a Member of the CSA is dissatisfied with their dealings with the CSA or Members of the CSA Committee, or claims to have been disadvantaged by having opted-out of membership, they may make a formal written complaint to the Head of College, who shall investigate the matter and, if necessary, appoint an independent person to investigate and report.

## **8. Elections**

- 8.1. Elections to the CSA Committee shall be overseen by an external Returning Officer nominated by Constantine's Returning Officers.
- 8.2. Constantine's Returning Officers shall be two Executive Officers, as nominated by the CSA Committee. They shall be responsible for assisting the external Returning Officer.
- 8.3. The Returning Officers shall have equal standing and, in the event of a dispute, the majority shall decide on the action to take.
- 8.4. In the event that a Returning Officer stands for a position, they shall be ineligible to act as a Returning Officer and a replacement shall be appointed by the CSA Committee.
- 8.5. In the event that a Returning Officer wishes to resign as a Returning Officer, a replacement shall be appointed by the CSA Committee.
- 8.6. Annual elections shall be held at the same time as the elections of other colleges during the Autumn Term.
- 8.7. All Ordinary Members of the CSA shall have the right to vote.
- 8.8. All Ordinary Members of the CSA shall have the right to stand for election to the CSA Committee.
- 8.9. No Ordinary Member of the CSA shall have the right to stand for election to more than one position on the CSA Committee.

- 8.10. No Ordinary Member of the CSA shall have the right to stand for election to any position on the CSA Committee jointly with another candidate.
- 8.11. Election candidates shall comply with the rules as laid out by the Returning Officers.
- 8.12. The Returning Officers shall have the right to apply sanctions up to and including disqualification from the election to any candidate who breaches the rules.
- 8.13. If at any point during the year a position on the CSA Committee is vacant, the CSA Committee may elect Ordinary Members of the CSA to the position by holding by-elections, following the same procedure as for the main elections, or through co-option following the procedure outlined in section 8.14.
- 8.14. The procedure for co-option shall be as follows:
  - 8.14.1. the CSA Committee shall advertise the vacant positions to the Members of the CSA and any Member interested in filling the vacant position shall be invited to a future CSA Committee meeting;
  - 8.14.2. all candidates shall be given the opportunity to speak about their reasons for wishing to join the CSA Committee;
  - 8.14.3. the CSA Committee shall vote on the candidates;
  - 8.14.4. the winning candidate shall immediately join the CSA Committee;
  - 8.14.5. the co-option shall be ratified at the next Open Meeting of the CSA.
- 8.15. Any positions that are defined in Appendix [A] as appointed rather than elected shall be filled by the CSA Committee by any method it chooses, in a fair and transparent manner.

If the CSA Committee becomes defunct and the Head of College is unable to resolve the situation, College Council shall have the right to dissolve the CSA Committee and call emergency elections in accordance with section 8. Any Ordinary Member of the CSA may appeal against this decision by calling an Open Meeting in accordance with section 5 or a Referendum in accordance with section 6. The CSA Committee may only be deemed to be defunct if the CSA Committee has not held a quorate meeting in the previous full academic term or the CSA Committee Members are unable to fulfil the responsibilities of their positions.

## **APPENDIX A: The Members of the CSA Committee**

## **ELECTED POSITIONS**

### **The President (Executive Officer):**

- a. The Head of the Constantine College Students Association
- b. Chairs CSA, and CSA Executive Meetings and Open Meetings;
- c. Calls and sets the agenda for CSA meetings and Open Meetings;
- d. Is ultimately responsible for all CSA affairs;
- e. Coordinates and oversees CSA activities, including CSA members disciplinary;
- f. Deputises for any other officer unable to fulfil their responsibilities;
- g. Is automatically a member of all sub-committees, and has the right to attend all sub-committee meetings;
- h. Is a signatory for processing transaction through the Students' Union Finance Office;
- i. Represents the CSA on external committees including the College Council and the Student First Initiative;
- j. Chairs the Signatories Subcommittee
- k. Decides which bodies shall utilise the CSA space and hire CSA equipment;
- l. Responsible for the managing of all CSA Social Media;
- m. Ensures that the Constitution is maintained and amended as dictated by Open Meetings and Referenda;
- n. Promote inclusivity and integration on a community wide level.

### **The Vice President for Business, Marketing and Merchandise (Executive Officer):**

- a. Deputises for any other Officer unable to fulfil their responsibilities;
- b. Promote inclusivity and integration on a community wide level.
- c. Ensures clear methods of communication between the CSA, all CSA members and any other relevant parties, as decided upon by the President;
- d. Acts as a Returning Officer for CSA Elections;
- e. Coordinates and oversees the CSA activities relating communications within the college and College Clubs, as decided by the President;
- f. Chairs the Merchandise, Graphics Designer, Photographer, Digital Marketing; Press and Publicity; and Sponsorship and Business Relations Officers. This list is not exhaustive;
- g. Represents the CSA on external committees such as College Council
- h. Responsible for maintaining coherent brand image within all aspects of the CSA;
- i. Responsible for the managing of all CSA Social Media;
- j. Responsible for managing Merchandise.
- k. Coordinates with other colleges and JCRCs/CSAs
- l. Promote inclusivity and integration on a community wide level.

### **The Vice President for Community and Wellbeing (Executive Officer):**

- a. Coordinates and oversees the CSA activities relating to well-being and student support, as decided by the President;
- b. Chairs the CSA Student Support, Community and Well-Being sub-committee and manages the Student Support and Well-Being Officers, International Officer, Ethnic Minority Officer, LGBTQ Officer, Access and Disability Officer and Off-Campus officer. This list is not exhaustive;
- c. Manages the Freshers' Week support team, known as the STYC team in its current form, but subject to change of title;
- d. Coordinates with the College Team to promote awareness of well-being and student support issues within the CSA;
- e. Promotes a sense of wellbeing and community within the CSA;
- f. Responsible for the managing of all CSA Social Media;
- g. Represents the CSA on external committees such as College Council and the Students' Union Liberation and Welfare Committee;
- h. Promote inclusivity and integration on a community wide level.

### **The Vice President for Events and Activities (Executive Officer):**

- a. Coordinates and oversees the CSA activities relating to events and activities in college and College Clubs, as decided by the President;
- b. Deputises for any other officer unable to fulfil their responsibilities;
- c. Chairs the CSA Social sub-committee and manages the Social Engagement Officers, Activities Co-ordinators, Events Co-ordinators and RAG and Volunteering Officers. This list is not exhaustive;
- d. Is responsible for all events, activities and ventures organised by the CSA;
- e. Coordinates with other colleges and JCRCs/CSAs and the Students' Union as required;
- f. Acts as a Returning Officer for CSA Elections;
- g. Responsible for the managing of all CSA Social Media;
- h. Represents the CSA on external committees such as College Council;
- i. Promote inclusivity and integration on a community wide level.

### **The Vice President for Sport (Executive Officer):**

- a. Coordinates and oversees the CSA activities relating to sport in college and college sports clubs, working with the college sports captains;
- b. Deputises for any other officer unable to fulfil their responsibilities;
- c. Chairs the CSA Sport sub-committee and manages the Sports Officers. This list is not exhaustive;
- d. Coordinates with other colleges and JCRCs/CSAs and the Students' Union as required;

- e. Responsible for the managing of all CSA Social Media;
- f. Represents the CSA on external committees such as College Council;
- g. Promote inclusivity and integration on a community wide level.

#### **Lead Postgraduate Representative**

- a. Represents the postgraduate members of the CSA on the College Council.
- b. Liaises with the Graduate Student Association in order to represent the interests of postgraduate members of the CSA;
- c. Promote inclusivity and integration on a community wide level.

#### **Community and Well-Being Officers [x4]**

- a. Ensure that wellbeing materials are accessible to all within the CSA;
- b. Run suitable student support and wellbeing campaigns in liaison with the Chair of Community and Well-Being;
- c. Run suitable wellbeing activities in college;
- d. Attend the CSA Student Support and Well-Being sub-committee meetings;
- e. Coordinate the Freshers' Week support team, known as the STYC team in its current form, but subject to change of title;
- f. Deputises for any other officer to fulfil their responsibilities or in the absence of an officer within the community and well-being sub-committee;
- g. Promote inclusivity and integration on a community wide level.

#### **International Students' Officer**

- a. Ensure that wellbeing materials are accessible to all within the CSA;
- b. Run suitable wellbeing campaigns aimed at the international community in liaison with the Campaigns sub-committee;
- c. Run suitable wellbeing activities in college for the international community;
- d. Attend the CSA Student Well-Being sub-committee;
- e. Deputises for any other officer to fulfil their responsibilities or in the absence of an officer within the community and well-being sub-committee;
- f. Promote inclusivity and integration on a community wide level.

#### **Ethnic Minority Officer [x1]**

- a. Ensure that wellbeing materials are accessible to all within the CSA;
- b. Run suitable wellbeing campaigns aimed at BAME community in liaison with the Campaigns sub-committee;

- c. Run suitable wellbeing activities in college for the BAME community;
- d. Attend the CSA Student Well-Being sub-committee;
- e. Deputises for any other officer to fulfil their responsibilities or in the absence of an officer within the community and well-being sub-committee;
- f. Promote inclusivity and integration on a community wide level.

#### **LGBTQ Officer**

- a. Ensure that wellbeing materials are accessible to all within the CSA;
- b. Run suitable wellbeing campaigns aimed at the LGBTQ community in liaison with the Campaigns sub-committee;
- c. Run suitable wellbeing activities in college for the LGBTQ community;
- d. Attend the CSA Student Well-Being sub-committee;
- e. Deputises for any other officer to fulfil their responsibilities or in the absence of an officer within the community and well-being sub-committee;
- f. Promote inclusivity and integration on a community wide level.

#### **Access and Disability (D&A) Officer**

- a. Ensure that wellbeing materials are accessible to all within the CSA;
- b. Run suitable wellbeing campaigns aimed at the D&A community in liaison with the Campaigns sub-committee;
- c. Run suitable wellbeing activities in college for the D&A community;
- d. Attend the CSA Student Well-Being sub-committee;
- e. Deputises for any other officer to fulfil their responsibilities or in the absence of an officer within the community and well-being sub-committee;
- f. Promote inclusivity and integration on a community wide level.

#### **Off-Campus Officer**

- a. Ensure that wellbeing materials are accessible to all within the CSA;
- b. Ensure clear communication between the CSA and off-campus members of the CSA;
- c. Run suitable wellbeing activities in college for the off-campus community;
- d. Attend the CSA Student Well-Being sub-committee;
- e. Deputises for any other officer to fulfil their responsibilities or in the absence of an officer within the community and well-being sub-committee;
- f. Promote inclusivity and integration on a community wide level.

#### **Event and Activities Officer [x4]**

- a. Promote, generate ticket sales and facilitate interest in social ventures for the CSA;

- b. Responsible for organising and running all events and activities run by the CSA;
- c. Attend the CSA Social Engagement sub-committee;
- d. Promote inclusivity and integration on a community wide level.

### **Sports Officers [x2]**

- a. Promote Constantine College Sport to the CSA;
- b. Organise and book training sessions;
- c. Coordinate CSA teams for tournaments, both in college and against other colleges;
- d. Ensure there are suitable sports captains for each CSA sport;
- e. Attend the CSA Sport sub-committee
- f. Advise the Chair of Sport on all matters regarding sports fixtures, funding and other sporting aspects as agreed upon between the Sports Officers and the captains of CSA sports teams;
- g. Secure external funding (in liaison with Sponsorship and Business Relations Officers) for CSA Sports;
- h. Promote inclusivity and integration on a community wide level.

### **Environment and Ethics Officer**

- a. Promote involvement in environmental and sustainable opportunities within the CSA;
- b. Promote ethical practices within the CSA
- c. Organise and run environment related events/activities for the CSA,
- d. Attend the CSA Social sub-committee;
- e. Promote inclusivity and integration on a community wide level.

### **Sponsorship and Business Relations Officers [x2]**

- a. Source external funding/sponsorship for the CSA.
- b. Confident in liaising with external companies and can form strong working relationships with contacts.
- c. Develop a list of business contacts who have helped in the past or are helping with current events to pass on to the new sub-committee.
- d. Work with other sub-committees to help them source the best deals for their projects/activities/events.
- e. Responsible for all agreements created between the CSA and external funding sources (when it comes to the handover, the current officers should email their sources letting them know that the new committee has come in and introduce the new officer to the contact by copying them into the email).
- f. Responsible for linking the CSA with any in college student led groups with a focus on business or enterprise.

- g. Attend the CSA Business, Marketing and Merchandise Subcommittee.
- h. Promote inclusivity and integration on a community wide level.

### **Merchandise Officer [x2]**

- a. Be in charge of ordering; storing and selling merchandise designed by the CSA, around the college,
- b. Conduct market research and collect information regarding the existing merchandise and the improvements wanted by the college;
- c. Conduct Market research and propose new Merchandise ideas.
- d. Attend the CSA Business, Marketing and Merchandise Sub-Committee meetings,
- e. Promote inclusivity and integration on a community wide level.

### **Press and Publicity Officer**

- a. Manages and is responsible for regular posting on CSA Social Media pages, including but not limited to; Facebook; Instagram and Snapchat;
- b. Coordinating with event organisers and the graphic designers to promote events and activities the Students' Association puts on to the widest ranging audiences;
- c. Photograph Students Association events and make them accessible for all CSA Committee members;
- d. Organise and manage consistent promotion of large-scale events such as Freshers Week and ensure social media posting is delegated appropriately
- e. Attend the CSA Business, Marketing and Merchandise Subcommittee meetings
- f. Promote inclusivity and integration of a community wide level

## **APPOINTED POSITIONS (to be appointed by a panel of the CSA Executive)**

### **The Treasurer (Executive Officer):**

- a. In the result of the Presidents absence, the Treasurer shall, alongside the Secretary assume the responsibilities of the President;
- b. Chairs CSA and Open Meetings in the Presidents absence
- c. Alongside the Secretary, act as a Deputy President
- d. Coordinates and oversees all CSA financial issues, as decided by the President;
- e. Deputises for any other officer unable to fulfil their responsibilities;
- f. Responsible for maintaining an account of CSA finances, which can be publically published and present at Open Meetings and College Council;
- g. Responsible for setting annual budgets for all CSA endeavours (such as, but not limited to, clubs and CSA events);



- h. Sits on the Signatories Subcommittee
- i. Is a signatory for processing transactions through the Student' Union Finance Office;
- j. Responsible for the managing of all CSA Social Media;
- k. Represents the CSA on external committees such as the College Council;
- l. Promote inclusivity and integration on a community wide level.

**The Secretary (Executive Officer);**

- a. In the result of the Presidents absence, the Secretary shall, alongside the Treasurer, assume the responsibilities of the President
- b. Alongside the Treasurer, act as a Deputy President
- c. Circulates the agenda set by the President for CSA and Open Meetings
- d. Is responsible for the taking and communication of minutes in CSA and Open Meetings
- e. Ensures that the constitution is maintained and amended as dictated by open meetings and referenda
- f. Is responsible for making appropriate amendments to the constitution;
- g. Is a member of the Signatories Subcommittee
- h. Deputises for any officer unable to fulfil their responsibilities
- i. Is a signatory for processing transactions through the Student Union Finance Office
- j. Responsible for the managing of all CSA Social Media
- k. Represents the CSA on external committees such as the college council
- l. Promotes inclusivity and integration on a community wide level

**Raising and Giving Officer and Volunteering Officers [x2 co-opt]**

- a. Promote involvement in RAG and volunteering opportunities within the CSA;
- b. Organise and run fundraising events/activities for the CSA,
- c. Organise and run volunteering events/activities for the CSA,
- d. Responsible for all fundraising and volunteering events/activities run by the CSA;
- e. Ensure an account of all monies raised through fundraising is accounted for and reported to the Treasurer for records;
- f. Attend the CSA Community sub-committee;
- g. Promote inclusivity and integration on a community wide level.

**Sports Captains Coordinator [x2 co-opt.]**

- a. Communicate with captains about aims of committee;
- b. Hold regular meetings with captains; 1 on 1 and groups;
- c. Assist bookings of training sessions for CSA College teams,
- d. Find out results of weekly matches etc.,
- e. To be in charge of sharing match results on social media and newsletters etc.

### **Digital Marketing Officer**

- a. Produce, maintain and update the website and App for the CSA upon instruction of any Executive Officer;
- b. Produce other technical materials and content;
- c. Update and maintain the mailing list of the CSA, supporting the Secretary in communication to CSA members;
- d. Attend the CSA Communications and Marketing sub-committee;
- e. Promote inclusivity and integration on a community wide level.

### **Graphics Designer**

- a. Produce graphics for the CSA on the instruction of any Executive Officer;
- b. Ensure all graphics produces are consistent and match brand imaging, in liaison with the Secretary and the Communications and Marketing sub-committee;
- c. To design/ produce graphics for CSA merchandise over-looked by the Vice President
- d. Attend the CSA Communications and Marketing sub-committee;
- e. Promote inclusivity and integration on a community wide level.

### **Photographer and Videographer**

- a. Photograph and record all CSA events, activities and campaigns;
- b. Publish photos, video and other media, liaising with Digital Marketing Officer(s) and Secretary;
- c. Attend the CSA Communications and Marketing sub-committee;
- d. Promote inclusivity and integration on a community wide level;
- e. Manage photo and video consent when taking photographs and filming.

## **APPENDIX B: The Sub-Committees of the CSA**

The following shall be established as sub-committees of the CSA. In order to achieve its objectives, the CSA may establish additional sub-committees. The membership and purpose of the sub-committees shall be decided by the CSA. They shall act at all times within the terms of the Constitution.

### **The Community and Wellbeing Sub-Committee**

The Community and Wellbeing sub-committee shall consist of:

- a. President;
- b. Vice President for Community and Wellbeing;

- c. Community and Wellbeing Officers;
- d. International Officer;
- e. Black Asian and Minority Ethnic Officer;
- f. LGBTQ Officer;
- g. Disability and Access Officer
- h. Environment and Ethics Officer

The Community and Wellbeing sub-committee will operate with the purpose to:

- a. Organise well-being and community building events, campaigns and services for the CSA;
- b. Ensure that wellbeing information is accessible and available to the CSA;
- c. Coordinate the Freshers' Week support team, known as the STYC team in its current form, but subject to change of title;
- d. Oversee the budget allocation to Student Well-Being;
- e. Coordinate with the Students' Union and the College as required;
- f. Promote inclusivity and integration on a community wide level.

#### **Events and Activities Sub-Committee**

The Events and Activities sub-committee shall consist of:

- a. President;
- b. Vice President for Events and Activities
- c. Events and Activities Officers
- d. Raising and Giving and Volunteering Officers

The Events and Activities sub-committee will operate with the purpose to:

- a. Organise a range of events and activities for the CSA;
- b. Ensure that events and activities are accessible and available to all;
- c. Oversee the budget allocation to Social Engagement;
- d. Coordinate with the Students' Union, other JCRCs/CSAs and the College as required;
- e. Promote inclusivity and integration on a community wide level.

#### **The Sport Sub-Committee**

The Sport sub-committee shall consist of:

- a. President;
- b. Vice President for Sport;
- c. Sports Officers

- d. Sports Captains Coordinators

The Sport sub-committee will operate with the purpose to:

- a. Organise a range of sport activities for the CSA;
- b. Ensure that sport is accessible and available to all;
- c. Support Constantine college sport clubs in need of financial aid;
- d. Oversee the budget allocation to sport;
- e. Coordinate with the Students' Union, other JCRCs/CSAs and the College as required;
- f. Promote inclusivity and integration on a community wide level.

### **The Business, Marketing and Merchandise Sub-Committee**

The Business, Marketing and Merchandise sub-committee shall consist of:

- a. President;
- b. The Vice President for Business, Marketing and Merchandise
- c. Digital Marketing Officer(s);
- d. Graphics Designer(s);
- e. Photographer and Videographer;
- f. Merchandise Officer;
- g. Press and Publicity Officer;
- h. Sponsorship and Business Relations Officers

The Business, Marketing and Merchandise sub-committee will operate with the purpose to:

- a. Ensure a consistent brand image for the CSA;
- b. Ensure that all events, activities and initiatives are effective, marketed appropriately and accessible and available to all;
- c. Discuss the potential for involvement in external campaigns by the CSA;
- d. Devise and run inter-college campaigns;
- e. Managing CSA Marketing campaigns and social media
- f. Oversee the budget allocation to Marketing;
- g. Plan, design and source the Merchandise to be sold by the CSA;
- h. Conduct market research and collect information regarding the existing merchandise and the improvements wanted by the college.
- i. Oversee the budget allocation to Merchandise;
- j. Plan, design and source merchandise for Freshers Week;
- k. Secure external funding through sponsorship;
- l. Promote the sale of CSA items such as events tickets and merchandise;
- m. Coordinate with the Students' Union, other JCRCs/CSAs and the College as required;

- n. Promote inclusivity and integration on a community wide level.

### **The Signatories Sub-Committee**

The Signatories sub-committee shall consist of:

- a. President;
- b. Treasurer;
- c. Secretary

The Signatories sub-committee will operate with the purpose to:

- a. Manage the budget for the CSA and all of its sub-committees;
- b. Produce an account of all finances over an annual period;
- c. Prevent the CSA entering into a financial deficit;
- d. Coordinate with the Students' Union, other JCRCs/CSAs and the College as required;
- e. Promote inclusivity and integration on a community wide level.

### **APPENDIX C: Honorary Members of the CSA**

1. The Constantine Eagle (in character) (or known by whatever name the CSA Committee chooses) retains the status of Honorary Member for services to the College.

### **APPENDIX D: Finance**

1. The CSA Committee shall be responsible for conducting the financial affairs of the CSA fairly and honestly and maintaining solvency.
2. All individual outlays shall be authorised by the Treasurer and nominated signatories.
3. The CSA shall hold all its bank accounts with the Students' Union Finance Office.
4. Any surplus or deficit to the CSA Own Funds account at the end of the financial year shall be carried forward to the following year. The Students' Union agrees that there will be no transfer from the CSA Own Funds account to the Students' Union except in the case of an overspend on Students' Union funds account and then only with the approval of the CSA Committee through the Treasurer.
5. The CSA will not enter into any contracts with external parties without prior consultation with the Head of College or College Officer about the potential impact on the reputation

of the College.

6. No contract which commits the CSA to a financial liability shall be entered into without the approval of the CSA Committee through the President upon advice of the Students' Union Colleges Coordinator (or relevant staff member).
7. No contract or agreement which commits the CSA to a financial liability beyond the term of the incumbent CSA Committee shall be entered into.