



Goodricke College Student Association Terms of Reference and Constitution

1. General

1.1. This is the Constitution of the College Student Association (hereafter called 'the CSA') of Goodricke College, a College of the University of York. It shall be the governing document and guide in all of the activities of the CSA.

1.2. This document can be changed by an open meeting of the CSA in accordance to section 6.

1.3. The Appendices can be changed by a majority vote of a College Student Association Committee (hereafter called 'the CSAC') meeting.

2. Guiding and Governing Principles

2.1. The purpose of the student organisation(s) shall be to support the College's mission by:

2.1.1. Representing, promoting and defending the interests and wellbeing of all their student members during the course of their studies;

2.1.2. Developing and promoting the sense of community and unique identity of the college;

2.1.3. Promoting a culture of respect within the college, and towards the local community, and combating all forms of discrimination;

2.1.4. Providing social, cultural, sporting and recreational activities, as well as forums for discussions and debate, for the personal development of their members;

2.1.5. Promoting and supporting opportunities for college student members to develop their employability skills and experiences through voluntary, charitable and enterprise activities;

2.1.6. Being the recognised representative channel between their members and the College Council and management, the Students' Union, the University and any external bodies;

2.1.7. To work with College Council on developing and implementing

the College strategy and work with the Students' Union on implementing their charitable strategy.

3. Membership of the CSA

3.1. The following are ordinary members of the CSA and are entitled to participate fully in all CSA meetings and elections and to use all CSA facilities:

3.1.1. All members of Goodricke College currently studying at the University

3.1.2. Any student member of Goodricke College granted leave of absence from the university for a maximum of one year provided that they do not contravene the conditions of their leave of absence as decided by the university

3.1.3. Any Student Union elected sabbatical officer who was a Goodricke College student when elected

3.2. The following are associate members of the CSA, entitled to use CSA facilities, take part in its social, recreational and cultural activities but are not permitted to take part in the governance and policy making of the CSA:

3.2.1. All staff from the University or Students Unions who chose to join Goodricke College

3.2.2. All honorary members appointed by the CSAC

3.3. Members have the right to opt-out of the CSA by writing to an executive officer with their decision. They will no longer be a member of the CSA

3.4. Members who have left, but who qualify for membership, may re-join by making a request in writing to an Executive Officer. They will become a member of the CSA again from the start of the next term.

4. The Committee of the CSA

4.1. The Goodricke CSAC is a group of elected students who are responsible for the organisation of activities, events and campaigns on behalf of the Goodricke CSA.

4.1.1 The VPs will not be elected by the Goodricke CSA but decided after an interview process in conjunction with the college CSA elections

4.2. CSAC Officers hold office for a period of one year, from the first day of the Christmas holidays until the last day of Autumn term the following year.

4.3. The Executive Officers of the CSAC are:

4.3.1. The President

4.3.2. The Vice President for Wellbeing

4.3.3. The Vice President for Events

4.3.4. The Vice President for Sports

4.3.5. The Treasurer

4.3.6. The Secretary

4.4. These officers constitute the executive committee of the CSAC and shall be responsible for the day to day administration and management of the financial affairs and activities of the CSA.

4.5. Individual Officers are responsible for those areas outlined in Appendix [a]

4.6. No member shall hold more than one post on the CSAC

4.7. The CSAC will meet at least 5 times a term

5. Accountability

5.1. All officers of the CSAC are expected to fulfil their roles to the best of their ability. They should adhere to the duties laid out in Appendix [a] and any mandates associated with their office that are passed democratically by the members of the CSA

5.2. As part of the CSAC, each officer also shares collective responsibility for the political operation of CSA and is expected to aid other CSAC officers as required

5.3. Any ordinary member of the CSA may hold an officer to account in the following means, these will go to an open meeting and follow the procedures set out in section 6 of this document

5.3.1. Motion of Censure - Formal acknowledgement from the CSA that they are disappointed with the work of an officer/officers of the committee.

5.3.2. Vote of No Confidence - Formal acknowledgement from the CSA that they believe an officer/officers have not fulfilled the remit assigned to the position (see Appendix [a] for a list of responsibilities) and wish to remove him/her from office.

5.4. In the event of a CSAC Officer failing to attend three consecutive CSAC meetings without recorded apologies in the minutes, that officer shall be deemed to have resigned. Appeals can be made by calling for an open meeting.

5.5. CSAC Officers may resign at any time by submitting their resignation to the President. If the President is resigning, their resignation should be given to the YUSU Returning Officer.

6. Open meeting for governance

6.1. The Goodricke CSA Open meeting is a mechanism for passing policy and amending the governing document of the CSA

6.2. The methods for calling an open meeting are as follows:

6.2.1. President of the CSAC calling an open meeting

6.2.2. Majority vote of the CSAC

6.2.3. A petition signed by 4% of the CSA ordinary membership

6.3. The CSAC shall publish the details of forthcoming Referendum at least three working days in advance.

6.4. Motions for Open meeting must be submitted to the President or Secretary of the CSAC and announced by the CSAC at least two working days in advance

6.5. Voting shall be by secret ballot in which every ordinary member of the CSA in attendance is allowed a vote

6.6. A motion may only be passed by Open meeting if at least 75% of CSA members in attendance vote for the motion.

7. Elections

7.1. Goodricke elections shall be overseen by the YUSU Returning Officer assisted by Goodricke's Returning Officer.

7.2. Goodricke Returning Officer shall be nominated by the President prior to each election

7.3. The function of the Goodricke Returning Officer is to:

7.3.1. Assist the YUSU Returning Officer with the general activities that an election entail.

7.3.2. Refer any complaints against candidates to the Elections committee (which is made up of the Returning Officers of all the colleges, and chaired by the YUSU Returning Officer)

7.3.3. Organise an open debate and question time "hustings" for the college to allow the candidates to speak on relevant issues and take questions from the CSA.

7.3.4. Be the main contact for candidate's questions/enquires

7.4. In the event that the Returning Officer stands for a position, they shall be removed as the Returning Officer and a deputy will be appointed from the CSAC membership.

7.5. Main elections will be held in line with other college elections, and shall take place in the Autumn term.

7.6. Notice of elections shall be posted at least two weeks prior to the date of the ballot and shall include posts available and all information relevant to dates and times of nomination, hustings, voting and the count.

7.7. Nominations shall be open for a period of at least one week

7.8. Voting shall be open for a period of at least three days

7.9. All ordinary members of Goodricke CSA have the right to vote

7.10. Every election will have Re-Open Nomination (RON) as a candidate. If RON is elected, the position will remain vacant until such a time as the position is filled.

7.11. If at any point in the year a position is vacant, the CSAC can elect members to those positions through the following methods:

7.11.1. By-Election - Repeating the process of elections [as per points 8.6-8.10]

7.11.2. Co-option - Election through the CSAC committee

7.12. Election Candidates must comply with the following principles:

7.12.1. There is a maximum budget of £15 for Exec members and £10 for all other member. The total worth of your campaign must not exceed this value. Do not use resources of a total value higher than this, regardless of their cost to you. Check with The returning officer when in doubt.

7.12.2. Methods for disseminating ideas and publicity should be open to all candidate.

7.12.3. Only individual students can endorse candidate.

7.12.4. Elected members of YUSU, CSAs et. may only endorse candidates as individuals, not in their capacity as elected individual.

7.12.5. Candidates must not campaign negatively against other candidate.

7.12.6. Candidates are responsible for the actions of others on their behalf.

7.13. A full list of rules for candidates will be approved and published by the Elections committee at the notice of elections

7.14. If the election rules are breached, the Elections committee have the right to apply sanctions up to and including removal from the election.

8. Finance

8.1. The CSAC will be responsible for conducting the financial affairs of the CSA fairly and honestly and to maintain solvency.

8.1.1. All individual outlays must be authorized by two of the Treasurer, President and Secretary

8.2. The CSA shall hold all its bank accounts with the Students' Union Finance Office.

8.3. Any surplus or deficit to own funds 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 CSA Own Funds account to the Students' Union on this account except in the case of an overspend on Students' Union funds account and then only with the authority of the CSAC through the Treasurer.

8.4. Accounts will be presented to a CSA Open Meeting and to the Students' Union Finance Committee annually.

8.5. No contract with a financial consideration or which commits the CSA to a financial liability shall be entered into without the approval of the CSAC and the Students' Union Colleges Coordinator (or relevant staff member).

Appendix [a] - The Officers of the CSAC

Officer Roles and Responsibilities

1. The President

- 1.1. Chairs CSAC and CSAC Open Meetings
- 1.2. Chairs CSAC Fresher's Sub-committee
- 1.3. Is ultimately responsible for all CSAC affairs
- 1.4. Coordinates the activities of the executive officers
- 1.5. Coordinates delegation for any officer unable to do his/her job
- 1.6. Is a signatory for the CSAC accounts
- 1.7. Is the main point of contact of the CSAC for dealings with all external bodies including the University and Students' Union
- 1.8. Represents the CSAC on:
 - 1.8.1. College Council
 - 1.8.2 Students' Union Senate
 - 1.8.3. Any other committee as required by the University, College or Students' Union

2. The Vice President – Wellbeing

- 2.1. Coordinates all welfare provision in the college
- 2.2. Coordinates STYC scheme
- 2.3. Chairs CSAC wellbeing Sub-committee
- 2.4. Responsible for organising first aid training for all relevant positions
- 2.5. Deputises for any officer unable to do their job including the President
- 2.6. Coordinates the activity of:
 - 2.6.1. The Female Wellbeing Officer
 - 2.6.2. The Male Wellbeing Officer
 - 2.6.3. The LGBTQ+ Welfare Officer
 - 2.6.4. The Disability Welfare Officer
 - 2.6.5. The BAME Officer
 - 2.6.6. The International Officer
- 2.7. Represents the CSAC on:

- 2.7.1. College Council
- 2.7.2. College Welfare Team Meeting
- 2.7.3. Students' Union Liberation and Wellbeing Committee
- 2.7.4. Students' Union Senate (as stand in for President)
- 2.7.5. Any other committee as required by the University, College or Students' Union

3. The Vice President – Events

- 3.1. Coordinates CSAC events and activities
- 3.2. Is responsible for ensuring all CSAC resources are adequately insured
- 3.3. Is responsible for arranging the annual Winter Formal
- 3.4. Is responsible for coordinating GoodFest and chairing GoodFest Committee
- 3.5. Chairs CSAC Events Sub-committee
- 3.6. Deputises for any officer unable to do their job (particularly in their subcommittee)
- 3.7. Responsible for the organisation of Responsible Person training (as defined by the Students' Union) for relevant positions
- 3.8. Responsible for the organisation of technical training (as defined by the Students' Union) for relevant positions
- 3.9. Coordinates the activity of:
 - 3.9.1. The Entertainment Officer(s)
 - 3.9.2. The Environment & Ethics Officer(s)
- 3.10. Represents the CSAC on:
 - 3.10.1. College Council
 - 3.10.2. Students' Union Senate (as stand in for President)
 - 3.10.3. Any other committee as required by the University, College or Students' Union

4. The Vice President - Sports

- 4.1. Coordinates all CSAC and College Sport activities
- 4.2. Liaises with Goodricke Sports Captains regarding membership, participation and involvement
- 4.3 Works with the Vice President for Events to ensure sport is a part of the events program
- 4.3. Deputises for any officer unable to do their job (particularly in their subcommittee)
- 4.4. Coordinates the activity of:
 - 4.4.1. The Sports Officer(s)

4.5. Represents the CSAC on:

4.5.1. College Council

4.5.2. Students' Union Senate (as stand in for President)

4.5.3 The College Sport Committee (York Sport Union)

4.5.4. Any other committee as required by the University, College or Students' Union

5. The Treasurer

5.1. Keeps a financial account for the CSAC

5.2. Provides and publishes an annual account

5.3. Will show the accounts to any ordinary member on request

5.4. Is a signatory for the CSAC accounts

5.5. Is required to attend all CSAC Sub-committee meetings (e.g. GoodFest & Fresher's) unless under exceptional circumstances

5.6. Responsible for monitoring expenditure

5.7. Coordinates the activity of the:

5.7.1. The Merchandise Officer

5.7.2. The Sponsorship Officer

5.7.3. The RAG & Volunteering Officer(s)

5.8. Represents the CSAC on:

5.8.1. College Council

5.8.2. Students' Union Senate (as stand in for President)

5.8.3. Any other committee as required by the University, College or Students' Union

6. The Secretary

6.1. Ensures the maintenance of the office

6.2. Produces, publishes and maintains the CSAC photo board and Officer list

6.3. Is responsible for the taking and communication of minutes to the CSAC

6.4. Acts as Returning Officer in all CSAC elections

6.5. Ensures that a copy of the constitution is available for the view of all CSAC members at all times

6.6. Is responsible for making all appropriate amendments to the constitution

6.7. Is responsible for the maintenance and safekeeping of this constitution, and ensuring that the terms of this constitution are adhered to

6.8. Is responsible for ensuring all motions passed in CSAC meetings are published

6.9. Assists all other posts maintain the CSAC notice boards

6.10. Is a signatory for the CSA accounts

6.11. Is required to attend all CSAC Sub-committee meetings (e.g. GoodFest & Fresher's) unless under exceptional circumstances

6.12. Coordinates the activities of:

6.12.1. The Technical Officer

6.13. Represents the CSAC on:

6.13.1. College Council

6.13.2. Students' Union Senate (as stand in for President)

6.13.3. Any other committee as required by the University, College or Students' Union

7. The Female Wellbeing Officer

7.1. Ensures that welfare information is available to all CSA members

7.2. Maintains a supply of welfare resources

7.3. Maintains the welfare notice board

7.4. Must self-define as female

7.5. Responsible for the wellbeing and community of CSA members

7.6. Assists in the coordination of welfare provision and campaigns with the college, University and Students' Union.

7.7. Is responsible for the specific provision of welfare for women

7.8. Represents the CSAC on:

7.8.1. College Welfare Team Meeting

7.8.2. Any other committee as required by the University or College

8. The Male Wellbeing Officer

8.1. Ensures that welfare information is available to all CSA members

8.2. Maintains a supply of welfare resources

8.3. Maintains the welfare notice board

8.4. Responsible for the wellbeing and community of CSA members

8.5. Must self-define as male

8.6. Assists in the co-ordination of welfare provision and campaigns with the college, University and Students' Union

8.7. Is responsible for the specific provision of welfare for men

8.8. Represents the CSAC on:

8.8.1. College Welfare Team Meeting

8.8.2. Any other committee as required by the University or College.

9. The LGBTQ+ Officer

9.1. Maintains a supply of welfare resources

9.2. Assists in the co-ordination of welfare provision and campaigns with the college, University and Students' Union

9.3. Is responsible for the specific provision of welfare for Lesbian, Gay, Bisexual, Trans, and Queer/Questioning students

9.4. Works to ensure that the college provides a welcoming environment to students regardless of romantic orientation, sexuality, gender identity or gender expression

9.5. Encouraging the combating of discrimination relating to romantic orientation, sexuality, gender identity and gender expression at all levels

9.6. Must self-define as lesbian, gay, bisexual, trans, or queer, or must otherwise not define as simultaneously and exclusively hetero-romantic heterosexual and cisgender

9.7. Represents the CSAC on:

9.7.1. College Welfare Team Meeting

9.7.2. Any other committee as required by the University or College.

10. The BAME Officer

10.1. Ensures that welfare information is available to all CSA members

10.2. Maintains a supply of welfare resources

10.3. Assists in the co-ordination of welfare provision and campaigns with the college, University and Students' Union

10.4. Must self-define as black, Asian, or minority ethnic

10.5. Is responsible for the specific representation of black, Asian, and minority ethnic members of the CSA

10.6. Responsible for promoting the interests of black, Asian, and minority ethnic students within Goodricke

10.7. Represents the CSAC on:

10.7.1. College Welfare Team Meeting

10.7.2. Any other committee as required by the University or College.

11. The Disability Officer

11.1. Ensures that welfare information is available to all CSA members

11.2. Maintains a supply of welfare resources

11.3. Assists in the co-ordination of welfare provision and campaigns with the college, University and Students' Union

11.4. Is responsible for the specific provision of welfare for students with a disability

11.5. Consults with the appropriate officers on accessibility for CSA events

11.6. Responsible for promoting the interests of disabled students in Goodricke College

11.7. Represents the CSAC on:

11.7.1. College Welfare Team Meeting

11.7.2. Any other committee as required by the University or College

12. The Entertainment Officer(s)

12.1. Responsible for the organisation of all CSAC events in York (i.e., the city centre and on-campus) that fall out of the remit of other officers (e.g., RAG & Volunteering, Welfare, etc.)

12.2. Responsible for recording the attendance at all CSAC events and reporting back to the CSAC for posterity and future reference

12.3. Responsible for the sale, distribution and promotion of tickets for club and event entry

12.4. Is responsible for creating advertisements to be used to promote CSA events

12.5. There may be up to three Entertainment Officers

12.6. Represents the CSAC on:

12.6.1. College Events Committee

12.6.2. Any committee as required by the University or College

13. The Merchandise Officer

13.1. Organises the sale and purchase of Goodricke College Merchandise

13.2. Designs the format and branding of merchandise (e.g. Bar crawl t-shirts and Goodricke College merchandise)

13.3. Represents the CSAC on:

13.3.1. Any other committee as required by the University or College

14. The Sports Officer(s)

14.1. Promotes college sport for CSAC members

14.2. Promote any YUSU affiliated sport

14.3. Publish the results of any relevant matches

14.4. Responsible for ensuring the mascot is worn at important events (e.g. Roses)

14.5. Assist with liaising with college sports team captains to coordinate sports team finances

14.6. There may be up to two Sports Officers

14.7. Represents the CSAC on:

14.7.1. Any other committee as required by the University or College

15. The Environment and Ethics Officer(s)

15.1. Are responsible for raising awareness on relevant issues with the college

15.2. Are responsible for ensuring the provision of recycling remains and its organisation

15.3. There may be up to two Environment and Ethics Officers

15.4. Represents the CSAC on:

15.4.1. Any committee as required by the University or College

16. The Technical Officer

16.1. Responsible for the storage and tidiness of technical equipment in the CSAC store room

16.2. Responsible for the maintenance of the CSAC's technical equipment (e.g. Mixers, speakers and cabling)

16.3. Responsible for the proper setup and return of the CSAC's technical equipment

16.4. Is responsible for the upkeep, maintenance and development of the CSA website

16.5. Designs the format and branding of the website

16.6. Organises and maintains the CSAC email system

16.7. Responsible for the storage and organisation of all CSAC administrative work on IT resources

16.8. Work in conjunction with the CSAC to ensure the publicity of all CSA meetings and events

16.9. Is responsible for the design and branding of the CSA as a whole (e.g. Fresher's and GoodFest)

16.10. Represents the CSAC on:

16.10.1. Any committee as required by the University or College

17. The RAG & Volunteering Officer(s)

17.1. Promotes the interests of RAG in the college

17.2. Promotes the interests of Volunteering in the college

17.3. Circulates RAG & Volunteering publicity material

17.4. Is responsible for achieving the RAG College total

17.5. Is responsible for organising any RAG events, such as the RAG parade

17.6. Is responsible for raising awareness of volunteering opportunities throughout the University

17.7. Coordinates the activity of any core group of CSA members who help with RAG events, known as 'RAGlings'

17.8. There may be up to two RAG & Volunteering Officers

17.9. Represents the CSAC on:

17.9.1. Any other committee as required by the University or College.

18. The International Officer

18.1. Is responsible for the specific provision of welfare for international students

18.2. To promote the interests of international students in Goodricke College

18.3. Represents the CSAC on:

18.3.1. College Welfare Team Meeting

18.3.2. Any other committee as required by the University or College.

19. The Mature Students Officer

19.1. Ensures that welfare information is available to all CSA members

19.2. Maintains a supply of welfare resources

19.3. Assists in the co-ordination of welfare provision and campaigns with the college, University and Students' Union

19.4. Is responsible for the specific provision of welfare for mature students

19.5. Consults with the appropriate officers on inclusivity for CSAC events

19.6. Responsible for promoting the interests of mature students in Goodricke College

19.7. Represents the CSAC

19.7.1. College Welfare Team Meeting

19.7.2. Any other committee as required by the University or College

20. Sponsorship Officer

20.1. Works with the Treasurer to meet sponsorship requirements

20.2. Responsible for actively seeking out sponsorship opportunities for both the College as a whole and individual events

20.3. Represents the CSAC on:

20.3.1. Any other committee as required by the University or College

Appendix [b] - Sub-Committees

Sub-Committees shall be formed when required with their membership appointed by the CSAC

Sub-committees must abide by CSA and referendum decisions.

Wellbeing Sub-committee

1. Wellbeing Sub-committee must meet at least 3 (three) times a term, and its role is to:
 - 1.1. Promote welfare provision for the CSA membership
 - 1.2. Oversee the budget allocated to Welfare
 - 1.3. Organise welfare campaigns and services
 - 1.4. Liaise with the Students' Union on welfare matters
2. Membership of the welfare sub-committee is as follows:
 - 2.1. The Vice President for Wellbeing (acting as Chair)
 - 2.2. The Female Wellbeing Officer
 - 2.3. The Male Wellbeing Officer
 - 2.4. The LGBTQ+ Welfare Officer
 - 2.5. The Disability Welfare Officer
 - 2.6. The BAME Officer
 - 2.7. The International Officer
 - 2.8. Any other committee member who wishes to attend

Events Sub-committee

1. Events Sub-committee must meet at least 4 times a term, and its role is to:
 - 1.1. Promote entertainment events for the CSA membership
 - 1.2. Oversee the budget allocated to Entertainment
 - 1.3. Organise entertainment events
 - 1.4. Devise and maintain a consistent brand for events
2. Membership of the Events Sub-committee is as follows:
 - 2.1. The Vice President for Events (acting as chair)
 - 2.2. The Entertainment Officer(s)
 - 2.3. The Technical Officer
 - 2.4. The RAG & Volunteering Officer(s)

Freshers Sub-committee

1. Fresher's Sub-committee will meet once a week from week one of Summer term
2. The role of Fresher's Sub-committee is to:
 - 2.1. Ensures facilities are available within the college to accommodate Fresher's week activities.
 - 2.2. Ensures activities take place which cater for all sections of the

CSA.

2.3. Works with the Technical Officer(s) to publicise Fresher's activities.

2.4. Oversees the production of a Fresher's guide

2.5. Liaises with the Students' Union to ensure the CSAC participates in Fresher's week activities that take place for International students and those students studying for a medical related degree which take place outside the standard term

2.6. Oversees the Fresher's budget

3. Membership of the Fresher's sub-committee is as follows:

3.1. President

3.2. Vice President for Events

3.3. Vice President for Wellbeing

3.4 Vice President for Sports

3.5. The Treasurer

3.6. The Secretary

3.7. The Wellbeing Officer(s)

3.8. The Entertainment Officer(s)

3.9. The Technical Officer

3.10. Any other committee member who wishes to attend

Appendix [c] - Miscellaneous Provisions

1. Honorary Members of the CSA:

1.1. Brian, the Goodricke Cat – The adopted college cat, officially declared 'missing in action' by the 2012 JCR. We live in hope.

1.2. Sean Ahlstrom – Spirit of Goodricke 2011 and for four dedicated years of service to the life and community of the college.

1.3. Any previous Goodricke JCRC/CSAC Chair/President who has ceased to be a member of the CSA,