

Langwith College Student Association

Terms of Reference

Contents

Constitution 1. General 2. Membership 3. Purpose 4. The SA Committee 5. Open Meetings 6. Referenda 7. Accountability of SA Committee Members 8. Elections

Appendices [A] Elected Officers of the SA Committee [B] Sub-Committees of the SA Committee [C] Appointed (Skill-based) Positions and College Committees [D] Honorary Members [E] Finance

Notes Simplified Constitutional Requirements Required Training/Testing

(Related documents Langwith College
Constitution Langwith College Strategy Document
Annual Elections Handbook Langwith College
Communications Strategy 2015/16)

Last Amendment (name, position): 13/10/2020 (Kathryn Sharpe,
Secretary) Next Annual Constitutional Meeting: Spring Term
2019

Constitution

1. General

1.1. This document sets out the Terms of Reference for the Langwith College Student Association (hereafter called 'the SA'), the representative body of students of Langwith 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 SA. It shall be subject to ratification by the College Council of Langwith College and maintained by the Langwith College Student Association Committee (hereafter called 'SA Committee').

1.2. Amendments made to this Constitution must be ratified through an Open Meeting in accordance with section 5. Any changes to the Constitution shall be subject to ratification by the College Council before coming into effect.

1.3. Amendments made to the Appendices must be ratified through an Open Meeting of the SA Committee and attending SA Ordinary Members in accordance with section 5.

1.4. This document shall be reviewed every year at an Annual Constitutional Meeting in the Autumn Term by nominated SA Committee Members and any attending SA Ordinary Members. Any proposed changes shall be made subject to the provisions of section 1.2 before coming into effect.

1.5. College Council shall be responsible for resolving any disputes about the meaning and interpretation of this document.

2. Membership

2.1. The following are Ordinary Members of the SA, entitled to participate fully in SA activity and elections and to use all SA facilities:

2.1.1. all undergraduate student members of Langwith College currently registered on a programme of study at the University;

2.1.2. all postgraduate student members of Langwith College currently registered on a programme of study at the University;

2.1.3. any previous student member of Langwith College taking a leave of absence from the University of York for a maximum of one year.

2.2. Non-Ordinary Members of the SA can be granted Honorary Membership status through an SA Committee majority vote (see Appendix [D]).

2.3. All Members shall have the right to opt-out of SA membership by making a request in writing to the President of the SA Committee.

2.4. Former members of the SA who have opted-out of membership, but who qualify for membership, may rejoin by making a request in writing to the President of the SA Committee. They shall become a Member of the SA from the start of the next academic term.

2.5. Groups of members may qualify to secede from the SA providing a petition signed by 10% of said group is provided to the President of the SA Committee. A following referendum between the group's members (in accordance with the terms of section 6) will determine if said group can discontinue SA membership.

2.5.1. Positions on the SA Committee representing this group (or position holders who are also members of this group) will be removed from the SA Committee with immediate effect if this group votes to secede.

3. Purpose

3.1. The purpose of the SA shall be to:

3.1.1. Support and promote the strategic aims, objectives and mission of the 'Langwith College Constitution'.

3.1.2. represent, promote and defend the interests and wellbeing of all its student members;

3.1.3. develop and promote the College's sense of community and unique identity;

3.1.4. promote a culture of respect within the College, and towards the local community, and combat all forms of discrimination;

3.1.5. provide social, academic cultural, sporting and recreational activities, as well as forums for discussion and debate, for the personal development of its members;

3.1.6. promote and support opportunities for student members to develop their skills and experiences through voluntary, charitable and enterprise activities;

3.1.7. represent their members at the College Council and to management, the Students' Union, the University and any external bodies

3.2. The SA cannot be used for the purpose of:

3.2.1. Distinguishing by the protected characteristics outlined in the Equality Act 2010 or any other status potentially subject to discrimination in the pursuit of its aims or policies;

3.2.2. aligning itself with or favouring any ideological, political or religious group.

4. The SA Committee

4.1. The SA Committee is a group of Ordinary Members elected by the SA which shall be responsible for the organisation of activities, events and campaigns on behalf of the SA, as well as responsible for maintaining the SA accounts. It may spend SA funds in order to achieve the objectives of the SA. These include, but are not limited to:

4.1.1. Reasonably and regularly carry out the responsibilities of their position, as set out in Appendix [A];

4.1.2. To regularly attend meetings, and give apologies when they are not able to attend;

4.1.3. To not act in such a way that would bring the SA, the SA Committee, the College or the University into disrepute;

4.1.4. To act with integrity and to not wrongfully abuse their position for personal gain;

4.1.5. To provide an effective handover to their successors at the end of their term of office.

4.2. The elections to the SA Committee shall be in accordance with section 8 of this Constitution.

4.3. The SA Committee shall hold office for a period of one year, from 1 January until 31 December.

4.4. The Executive Officers of the SA Committee shall be:

4.4.1. the President;

4.4.2. The Secretary;

4.4.3. the Vice President for Postgraduate Engagement;

4.4.4. the Vice President for Events and Activities;

4.4.5. the Vice President for Sports;

4.4.6. the Vice President for Wellbeing;

4.4.7. the Treasurer.

4.5. The Executive Officers shall be responsible for the day-to-day administration and management of the financial affairs and activities of the SA.

4.6. The Executive Officers of the SA Committee shall sit on the College Council with full voting rights as representatives of the SA.

4.7. The number of seats on the College Council reserved for representatives of the SA will be determined in the 'Langwith College Constitution' (Annex: 'Membership of Langwith College Council').

4.7.1. If the number of seats on the College Council should be less than the number of Executive Officers, the President shall be responsible for nominating representatives, with the proviso a postgraduate officer will be one of the nominated representatives.

4.7.2. If the number of seats on the College Council should exceed the number of

Executive Officers, the President shall be responsible for nominating further representatives.

4.8. A full list of SA Committee positions and their respective responsibilities can be found in Appendix [A].

4.9. No SA Member shall hold more than one position on the SA Committee.

4.10. Bearers of Appointed Positions and members of the College Team may attend SA Committee Meetings (and sit on the Sub-Committees) when granted by the President.

4.11. Should any SA Committee Member cease to be an Ordinary Member of the SA, that Committee Member shall be immediately removed from office.

4.12. Should any SA Committee Member take a leave of absence from the University, that Committee Member shall be immediately removed from office.

4.13. A motion may only be passed in a meeting of the SA Committee if at least 50% of its membership cast a vote and a majority of the votes cast are in favour of the motion.

4.14. In the event of a tied vote, the President shall have the casting vote.

4.15. The SA 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.

4.16. The President shall present an annual constitutional report of the SA to the Summer Term College Council.

4.17. The Treasurer shall present the annual financial report of the SA to the Autumn Term College Council.

4.18. Any Ordinary Member may request a financial report from the President, Secretary or Treasurer. This request must be fulfilled within 5 working days.

5. Open Meetings

5.1. The purpose of an Open Meeting shall be to discuss issues of relevance to the SA and ordinary members, pass SA policies and amend the Terms of references and or the Appendices of this Constitution.

5.2. Whilst in session, an Open Meeting shall be the sovereign decision-making body of the SA.

5.3. An Open Meeting shall be called at least once a term.

5.3.2 Open Meetings can be called outside of term if the correct procedure is undertaken which can be seen in 5.4

5.3.2. Open meetings can be called outside of term meetings, on University approved technologies.

5.4. The methods for calling an Open Meeting shall be:

5.4.1. a petition signed by 5% of the Ordinary Membership of the SA and submitted to the President of the SA Committee;

5.4.2. a majority vote of the SA Committee;

5.4.3. the President of the SA Committee calling an Open Meeting.

5.5. The SA Committee shall give notice of a forthcoming Open Meeting at least one week in advance.

5.6. The agenda shall be set by the President of the SA Committee and shall include any items submitted by an Ordinary Member of the SA, as well as an open section to discuss any other business.

5.7. The agenda shall be published by the SA Committee at least 72 hours in advance of the Open Meeting.

5.8. The President of the SA Committee shall chair the Open Meeting. In the absence of the President, the Secretary shall chair the Open Meeting. In the event that both the President and Secretary 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 and that all statements are relevant to debate. The Chair may remove individuals from the Open Meeting in the case of inflammatory or unruly behaviour.

5.9. A motion may only be passed in an Open Meeting if a quorum of at least 2% of Ordinary Members is met, and a majority of the votes cast are in favour of the resolution.

5.9.1. If the motion is a Vote of No Confidence, a quorum of 2% of Ordinary Members is required before voting takes place.

5.9.2. If the motion is a Vote of No Confidence against the Vice President for

Postgraduate Engagement, only postgraduate Ordinary Members qualify for voting rights.

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 SA policies with widespread relevance and importance that would not benefit from an open meeting .

6.2. The methods for calling a Referendum shall be:

6.2.1. a majority vote of the SA Committee/ Ordinary members in an open meeting;

6.2.2. the President of the SA Committee calling a Referendum.

6.3. The SA Committee shall give written notice of a forthcoming Referendum at least five days in advance.

6.4. Any motions for a Referendum shall be submitted to the President of the SA 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 SA shall be allowed one vote.

6.7. A motion may only be passed by a Referendum if at least 2% 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 SA Committee Members

7.1. All SA 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 SA.

7.2. As a member of the SA Committee, each shall share collective responsibility for the operation of the SA and shall be expected to support other SA Committee Members in their duties as required.

7.3. Any Ordinary Member of the SA may hold an SA Committee Member to account by petitioning the SA 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 two thirds of SA Committee Members or 2% of Ordinary Members of the SA shall be submitted to the President of the SA Committee;

7.4.1.1. If the President of the SA Committee is the subject of the Vote of No Confidence, the petition shall be submitted to another Executive Officer of the SA Committee who has not signed the petition;

7.4.1.2. If the Vice President/t for Postgraduate Engagement is subject to the Vote of No Confidence, only postgraduate Ordinary Members' signatures will be considered on a petition (excluding SA Committee Members).

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

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

7.4.4. at the SA 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 SA Committee is the subject of the Vote of No Confidence, the meeting shall be chaired by another Executive Officer of the SA Committee who has not signed the petition);

7.4.5. if any Committee Member (including the subject(s) of the Vote of No Confidence) wishes to appeal against the result of this vote, the SA 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 a panel of three Senior college staff members. Committee Member failing to attend three

SA 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

7.4.7. This decision is at the discretion of the President, and the President only.

7.6. SA Committee Members may resign at any time by submitting their resignation to the President who shall present it on their behalf to the SA Committee. If the President is resigning, their resignation shall be submitted to the Deputy President of the SA Committee to present on their behalf to the committee.

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

7.8. If a Vote of No Confidence is passed, existing SA members can show interest in being promoted/moved to said role if the SA committee votes and therefore approves of this transition.

8. Elections

8.1. Elections to the SA Committee shall be overseen by the Returning Officers, a maximum of two Executive Officers (one the Secretary, and the other the Treasurer), nominated by the SA Committee.

8.2. The Returning Officers shall be assisted by an External Returning Officer within the College, nominated by the Returning Officers.

8.3. Ordinary Members standing for positions have the right to attend hustings, organised by the Returning Officers.

8.4. The Returning Officers shall have equal standing and, in the event of a dispute, the majority shall decide on the action to take. In the absence of a majority, the decision shall be referred to the Head of College.

8.5. If any Ordinary Member disputes the running of elections or casting of votes, they should contact the Head of College directly.

8.6. 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 President.

8.7. In the event that a Returning Officer wishes to resign as a Returning Officer, a replacement shall be appointed by the President.

8.8. Annual elections shall be held at a time agreed by the President and the Head of College.

8.9. All Ordinary Members of the SA shall have the right to vote.

8.10. All Ordinary Members of the SA shall have the right to stand for election to the SA Committee, provided that they are eligible to hold the post they are standing for.

8.11. No Ordinary Member of the SA shall have the right to stand for election to more than one position on the SA Committee.

8.12. No Ordinary Member of the SA shall have the right to stand for election to any position on the SA Committee jointly with another candidate(s), unless stated otherwise in Appendix [A].

8.13. Election candidates shall comply with the rules as laid out by the Returning Officers in the 'Annual Elections Handbook'.

8.14. Ordinary Members have the right to choose to re-open nominations if they believe no candidate running is worth voting for.

8.15. Results are calculated using the Single Transferable Vote system.

8.16. The Returning Officers shall have the right to apply sanctions up to and including disqualification from the election to any candidate who breaches election rules.

8.16.1. The process of appealing against the sanctions that were decided by Is by a meeting with the President of the SA committee, College Manager and the two returning officers.

8.17. If at any point during the year a position on the SA Committee is vacant, the SA Committee may elect Ordinary Members of the SA 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 8.18.

8.18. The procedure for co-option shall be as follows:

8.18.1. the SA Committee shall advertise the vacant positions to the Members of the SA and any Member interested in filling the vacant position shall be invited to a future SA Committee meeting;

8.18.2. all candidates shall be given the opportunity to speak about their reasons for wishing to join the SA Committee;

8.18.3. the SA Committee shall vote on the candidates;

8.18.4. the winning candidate shall immediately join the SA Committee;

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

Appendices

Appendix [A] – Elected Officers of the SA Committee

The elected officers of the SA Committee

1. President
2. Secretary
3. Vice President for Postgraduate Engagement
4. Vice President for Events and Activities
5. Vice President for Sports
6. Vice President for Wellbeing
7. Treasurer
8. Wellbeing & Community Officer (1 seat up to 1 officer)
9. Sports Officer (2 seats, up to 4 officers)
10. International Officer (2 seats, up to 2 officers)
11. Postgraduate Wellbeing Officer (2 seats, up to 2 officers)
12. Postgraduate Events Officer (2 seats, up to 2 officers)
13. LGBTQ Officer (2 seats, up to 2 officers)
14. Disability and Access Officer (2 seats, up to 2 officers)
15. Volunteering, Raising and Giving Officer (3 seats, up to 3 officers)
16. Events Officer (2 seats, up to 4 officers)
17. Activities Officer (2 seats, 4 officers)
18. Merchandise Officer (2 seats, up to 2 officers)
19. BAME Officer (1 seat, up to 1 officer)
20. Environment and Ethics Officer (2 seats, up to 2 officers)
21. Tech Officer (1 seat, up to 1 officer)

22. Photography Officer (1 seat, up to 1 officer)

Positions - 22

Number of potential Officers - 39 (maximum)

Ordinary Members of the SA can run individually or as a pair for the Events Officer, Activities Officer and the Sports Officer positions. All other positions will require candidates to run individually.

The individual responsibilities of each elected officer

1. President (1 seat, 1 Executive Officer):

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

2. Secretary (1 seat, 1 Executive Officer):

a. Coordinates communication and campaign strategies within the SA and is responsible for establishing with the Assistant Head an annual College Communications Strategy; b. In the event of an absence of the President, the Deputy President will assume the role and responsibilities of the President, as Acting President; c. Will nominate an Acting Deputy President from within the SA committee in the prolonged absence of the President; d. Deputises for any other officer unable to fulfil their responsibilities; e. Chairs the SA Communications Sub-Committee and manages its members as set out in Appendix [B]; f. Coordinates the appointment of Officers within the all sub-committees, on the instruction of the Chair of that sub-committee; g. Records and publishes the minutes of all SA meetings (not inclusive of sub- committee meetings); h. Is one of two Returning Officers for the SA Committee Elections, as stated in section 8; i. Enforces effective and clear communication methods between all sub-committees and the SA members, and any other relevant parties, as decided upon by the President; j. Is a signatory for processing transactions through the Student' Union Finance Office; k. Represents the SA on external committees such as the College Council; l. Promote inclusivity and integration on a community wide level.

3. Vice President for Postgraduate Engagement (1 seat, 1 Executive Officer):

a. Coordinates and oversees SA activities, specifically towards SA postgraduate

members; b. Coordinates welcoming incoming postgraduate members into the College; c. Deputises for any other officer unable to fulfil their responsibilities; d. Chairs the SA Postgraduate Sub-Committee and manages its members as set out in Appendix [B]; e. Liaises with all members of the Executive Committee and wider SA Committee to ensure postgraduate SA Members and their interests are catered for; f. Is a signatory for processing transaction through the Students' Union Finance Office; g. Represents the SA on external committees including the College Senior Common Room Committee, College Council and in GSA circles; h. Promote inclusivity and integration on a community wide level.

4. Vice President for Events and Activities (1 seat, 1 Executive Officer):

a. Coordinates and oversees the SA activities relating to activities and events (in-college) and College clubs, as decided by the President; b. Deputises for any other officer unable to fulfil their responsibilities; c. Chairs the SA Events and Activities Sub-Committee and manages its members as set out in Appendix [B]; d. Is responsible for all activities and events organised by the SA; e. Coordinates with other colleges and JCRCs/SAs and the Students' Union as required; f. Is a signatory for processing transactions through the Student' Union Finance Office; g. Represents the SA on external committees such as College Council; h. Promote inclusivity and integration on a community wide level.

5. Vice President for Wellbeing and Community (1 seat, 1 Executive Officer):

a. Coordinates and oversees the SA activities relating to wellbeing and student support, as decided by the President; b. Deputises for any other officer unable to fulfil their responsibilities; c. Chairs the SA Wellbeing Sub-Committee and manages its members as set out in Appendix [B]; d. Interviews, allocates and manages STYCs during Freshers' Week; e. Coordinates with the College Welfare Team to promote awareness of wellbeing and student support issues within the SA; f. Is a signatory for processing transactions through the Student' Union Finance Office; g. Promotes a sense of wellbeing and community within the SA; h. Represents the SA on external committees such as College Council and the Students' Union Liberation and Welfare Committee; i. Promote inclusivity and integration on a community wide level.

6. Vice President For Sports (1 seat, 1 executive officer)

- a. Coordinates and Oversees the SA activities relating to College Sport and activities, as decided by the president.
- b. Deputises for any other officer unable to fulfill their responsibilities
- c. Chairs the Sports Sub-Committee and manages its members to help promote college sport.
- d. Is a signatory for processing transactions through the student

Union Finance Officer.

- e. Promotes a fair and regulated college sport system within the community.
- f. Represents the SA on external committees such as College Council and the Students.

7. Treasurer (1 seat, 1 Executive Officer):

- a. Coordinates and oversees all SA financial issues, as decided by the President;
- b. Deputises for any other officer unable to fulfil their responsibilities; c. Responsible for maintaining an account of SA finances, which can be publicly published and present at Open Meetings and College Council; d. Responsible for setting annual budgets for all SA endeavours (such as Freshers' Week, etc.) e. Chairs the SA Business Sub-Committee and manages its members as set out in Appendix [B]; f. Is a signatory for processing transactions through the Student' Union Finance Office; g. Is one of two Returning Officers for the SA Committee Elections, as stated in section 8; h. Represents the SA on external committees such as the College Council; i. Promote inclusivity and integration on a community wide level.

8. Wellbeing & Community Officer (1 seat, 1 officer):

- a. Ensure that welfare and wellbeing materials are accessible to all within the SA; b. Run suitable welfare and wellbeing campaigns;
- c. Run suitable welfare and wellbeing activities in-college;
- d. Attend the SA Wellbeing Sub-Committee;
- e. Assists the Deputy President for Wellbeing in their allocation and management of STYCs;
- f. Promote inclusivity and integration on a community wide level.

9. Sports Officer (2 seats, up to 4 officers, candidates can run as a pair or individually):

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

10. International Officer (2 seats, up to 2 officers, candidates must run individually and self-identify as being of international origin):

- a. Ensure that welfare and wellbeing materials are accessible to all within the SA; b. Run suitable welfare and wellbeing campaigns aimed at the international community; c. Run suitable welfare, ethical and wellbeing activities in-college for the international community;

- d. Attend the SA Wellbeing Sub-Committee; e. The International Wellbeing Officer must self-define as being an international student;
- f. Promote inclusivity and integration on a community wide level.
- g. Co-ordinates the inclusion of international students into both college and University events; h. Works in partnership with the other International officer in carrying out their duties;

11. Postgraduate Wellbeing Officer (2 seats, up to 2 officers, candidates must run individually and be a postgraduate student):

- a. Ensure that welfare and wellbeing materials are accessible to postgraduate students;
- b. Run suitable welfare and wellbeing campaigns aimed at the postgraduate community;
- c. Run suitable welfare and wellbeing activities in-college for the international community; d. Attend the SA Wellbeing Sub-Committee and the SA Postgraduate Sub-Committee; e. Promote inclusivity and integration on a community wide level.

12. Postgraduate Events Officers (1 seat, 1 officer, candidate must be a postgraduate student):

- a. Co-ordinates the inclusion of postgraduate students into both college and University events; b. Works in partnership with the Postgraduate Wellbeing Officer; c. Assists the Events Officer(s) in carrying out their duties; d. Attend the SA Events Sub-Committee and the SA Postgraduate Sub-Committee; e. Promote inclusivity and integration on a community wide level.

13. LGBTQ+ Officer (2 seats, up to 2 officers, candidates must run individually and self-identify as LGBTQ+):

- a. Ensure that welfare and wellbeing materials are accessible to all within the SA; b. Run suitable welfare and wellbeing campaigns aimed at the LGBTQ community; c. Run suitable welfare and wellbeing activities in-college for the LGBTQ community; d. Attend the SA Wellbeing Sub-Committee; e. The LGBTQ Officer(s) must not self-define as heterosexual and/or cisgender; f. Promote inclusivity and integration on a community wide level.

14. Disability and Access Officer (2 seats, up to 2 officers, candidates must run individually, must self-identify as having a disability):

- a. Ensure that welfare and wellbeing materials are accessible to all within the SA; b. Run suitable welfare and wellbeing campaigns aimed at the D&A community; c. Run suitable welfare and wellbeing activities in-college for the D&A community; d. Attend the SA Wellbeing Sub-Committee; e. Represents the SA on external committees such as the Students' Union Disability Support Network Meeting; f. Must self-define as having a disability, with a vested interest in helping others in a similar position; g. Promote inclusivity and integration on a community wide level.

15. The Volunteering, Raising and Giving Officer (RAG) (3 seats, up to 3 officers, candidates must run individually):

- a. Promote involvement in Volunteering opportunities within the SA; b. Organise

and run fundraising and volunteering events/activities for the SA, c. Responsible for all fundraising and volunteering events/activities run by the SA; d. Promote involvement in RAG and Volunteering activities in-college for the SA community; e. Represents the SA on external committees such as the Students' Union Volunteering Committee Meetings and the Students' Union RAG Committee Meetings; f. Organise and run fundraising and volunteering events/activities for the SA, g. Ensure an account of all monies raised through fundraising is accounted for and reported to the Treasurer for records; h. Attend the SA Activities Sub-Committee; i. Promote inclusivity and integration on a community wide level.

16. The Events Officer (2 seats, up to 4 officers, candidates can either run as a pair or individually):

a. Organise and run events for the SA, b. Responsible for all events run by the SA; c. Attend the SA Events and Activities Sub-Committee; d. Promote inclusivity and integration on a community wide level.

17. The activities Officers (2 seats, up to 4 officers, candidates can either run as a pair or individually);

a. Organise and run activities for the SA, b. Responsible for all activities run by the SA; c. Attend the SA Events and Activities Sub-Committee; d. Promote inclusivity and integration on a community wide level.

18. The Merchandise Officer (2 seat, up to 2 officers, candidates must run individually)

a. Design and sell Langwith merchandise to SA Members and beyond; b. Organize the sale of Langwith College sport merchandise; c. Ensure merchandise is made using ethical and sustainable processes/resources; d. Attend the SA Business Sub-Committee; e. Promote inclusivity and integration on a community wide level.

19. The BAME Officer (1 seat, up to 1 officer, candidates must run individually and self-identify as BAME)

a. Must self define as black, Asian, minority ethnic; b. Ensures BAME wellbeing is promoted within the college; c. Coordinates campaigns around awareness of BAME issues; d. Liaises with and signposts student liberation networks throughout the University, including the YUSU BAME network; e. Promote inclusivity and integration on a community wide level; f. Attend the SA Wellbeing Sub-committee;

20. Environment and Ethics Officer (2 seat, up to 2 officers, candidates must run individually):

a. Promote involvement in environmental and sustainable opportunities within the SA; b. Promote ethical practices within the SA c. Organise and run environment related events/activities for the SA, d. Attend the SA Activities and Engagement

sub-committee; F. liaise with environment and ethics officers from Heslington East campus SA's to promote sustainability and ethics on a community wide level; G. represent the SA at University-wide environment and ethics initiatives; H. Promote inclusivity and integration on a community wide level.

21. Tech Officer (1 seat, up to 1 officer)

- a. Help with technology issues within the LCSA
- b. Contribute to creating an inclusive online environment for ordinary members
- c. Keep the LCSA website up to date
- d. Attend the SA Communications sub-committee
- e. Promote inclusivity and integration on a community wide level

22. Photography Officer (1 seat, up to 1 officer)

- a. Take on the role of the LCSA's main photographer at events
- b. Use own Camera equipment and editing software
- c. Ensure you are respecting members rights
- d. Help create promotional communications
- e. Attend the SA Communications sub-committee
- f. Promote inclusivity and integration on a community wide level

Appendix [B] – Sub-Committees of the SA Committee

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

The Sub-Committees of the SA Committee

1. The Executive Sub-Committee:

- a. Chaired by the President; b. Made up of the Executive Officers (see section 4.4).

2. The Wellbeing Sub-Committee:

- a. Chaired by the Vice President for Wellbeing; b. Made up of the Vice President for Wellbeing, Wellbeing & Community Officer, International Officers, LGBTQ Officer(s), Disability and Access Officer(s); BAME Officer(s), Environmental Officer.

3. The Postgraduate Sub-Committee:

- a. Chaired by the Vice President for Postgraduate Engagement; b. Made up of the Vice President for Postgraduates, Postgraduate Wellbeing Officer and Postgraduate Events Officer.

4. The Events and Activities Sub-Committee:

- a. Chaired by the Vice President for Events and Activities; b. Made up of the Vice President for Events and Activities, Events Officer(s) and Activities Officer(s) and RAG & Volunteering officer(s)

6. The Business Sub-Committee:

- a. Chaired by the Treasurer; b. Made up of Treasurer, Merchandise Officer(s)

7. The Communications Sub-Committee:

- a. Chaired by the Secretary; b. Made up of the Secretary, Tech Officer, and Photography Officer

Objectives of the Sub-Committees

1. The Executive Sub-Committee:

- a. Plan SA Committee strategy and ultimately lead the SA Committee; b. Deputise each other and work to ensure the smooth running of the SA Committee and its sub-committees;

Langwith College Student Association – Terms of Reference 17

- c. Liaise with the College Team through informal and formal meetings to ensure the delivery and support of SA and College strategy; d. Liaise with partner and external organisations to promote awareness of the SA and

College community; e. Represent the SA on external committees in University and Students' Union circles; f. Coordinate with the Students' Union and the College as required; g. Promote inclusivity and integration on a community wide level.

2. The Wellbeing Sub-Committee:

- a. Organise welfare, wellbeing and community building events, campaigns and services for the SA; b. Ensure that welfare and wellbeing information is accessible and available to the SA; c. Interview, allocate and manage STYCs during Freshers' Week; d. Oversee the budget allocation to student wellbeing; e. Coordinate with the Students' Union and the College as required; f. Promote inclusivity and integration on a community wide level.

3. The Postgraduate Sub-Committee:

a. Liaise with other sub-committees and SA Committee members to organise events, campaigns and activities for postgraduate students; b. Ensure a successful welcome of postgraduate students during Freshers'/Welcome Week; c. Oversee the budget allocation to postgraduate students; d. Coordinate with the Graduate Students' Association and the College as required; e. Promote inclusivity and integration on a community wide level.

4. The Events and Activities Sub-Committee:

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

6. The Business Sub-Committee:

a. Ensure a consistent brand image for the SA and oversee the establishment of an annual Communications Strategy; b. Ensure that campaigns are effective, marketed appropriately and accessible and available to all; c. Manage the budget for the SA and all of its sub-committees; d. Secure external funding through sponsorship; e. Promote the sale of SA items such as events tickets and merchandise; f. Produce an account of all finances over an annual period; g. Prevent the SA entering into a financial deficit; h. Coordinate with the Students' Union, other JCRCs/SAs and the College as required;

Langwith College Student Association – Terms of Reference 18

i. Promote inclusivity and integration on a community wide level.

7. The Communications Sub-Committee:

a. Ensure a consistent brand image for the SA and oversee the establishment of an annual Communications Strategy; b. Ensure that campaigns are effective, marketed appropriately and accessible and available to all; c. Promote the sale of SA items such as events tickets and merchandise on the college social media accounts and website; d. Coordinate with the Students' Union, other JCRCs/SAs and the College as required; e. Promote inclusivity and integration on a community wide level.

Appendix [C] - Appointed (Skill-based) Positions and College Committees

The following shall be established as appointed positions within the College. These positions must be filled by Ordinary Members of the SA, and have no limit to the number who can fill them. These positions are not attached to the SA Committee, but can attend SA Committee meetings and sit on sub-committee when granted by the Sub-Committee Chair (or President). They do not have voting rights.

These positions shall be appointed by a panel consisting of at least one member of the College Team and at least one member of the SA Committee.

1. Newsletter Editor
2. Graphics Designer
3. Videographer
4. Curator
5. Tech Team
6. Other College Committees

Appendix [D] – Honorary Members

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

Appendix [E] – Finance

1. The SA Committee shall be responsible for conducting the financial affairs of the SA fairly and honestly and maintaining solvency.
2. All individual outlays shall be authorised by the Treasurer and nominated signatories.
3. The SA shall hold all its bank accounts with the Students' Union Finance Office.

Langwith College Student Association – Terms of Reference 19

4. Any surplus or deficit to the SA 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 SA Own Funds account to the Students' Union except in the case of overspending on Students' Union funds account and then only with the approval of the SA Committee through the Treasurer.

5. The SA will not enter into any contracts with external parties without prior consultation with the College Manager about the potential impact on the reputation of the College.
6. No contract which commits the SA to a financial liability shall be entered into without the approval of the SA Committee through the President upon advice of the Students' Union Colleges Coordinator (or relevant staff member).
7. No contract or agreement which commits the SA to a financial liability beyond the term of the incumbent SA Committee shall be entered into.

Notes

Simplified Constitutional Requirements

Put simply...

- The SA Committee must have at least one Open Meeting a term. - Amendments to the Constitution must be ratified through an Open meeting. - Amendments to the Appendices must be ratified through an Open Meeting. - The SA Committee must hold an Annual Constitutional Meeting after Autumn College

Council and before elections. - The President must present an annual Constitutional Report to the Spring Council; Treasurer a

Finance Report to the Autumn Council.

Tip – Save all changes you wish to make until the Annual Constitutional Meeting and make the final meeting before elections an Open Meeting so Appendix changes (especially position changes) can be ratified in time.

Required Training/Testing All newly-elected SA Committee members MUST attend training at the end of Autumn Term.

Additional required training for specific circumstances are...

- Responsible Person (RP) training – Every EMF requires a registered RP who will be in charge of the event as it takes place. To be registered, selected Officers must attend RP training at YUSU - Tech training - Health & Safety training - Manual Handling training - Hygiene and Food Safety training

All electrical items bought by the SA Committee MUST be PAT tested with YUSU before being used.