



THE CONSTITUTION AND SCHEDULE OF THE  
ROBINSON COLLEGE STUDENTS' ASSOCIATION

PASSED BY REFERENDUM MICHAELMAS 2020

Chapter I	NAME, OBJECTS, MEMBERSHIP	Page 3
Chapter II	THE CONSTITUTION	Page 4
Chapter III	OPEN MEETINGS AND POLICY	Page 5
Chapter IV	REFERENDA	Page 9
Chapter V	POLLS	Page 10
Chapter VI	ELECTIONS	Page 12
Chapter VII	AFFILIATIONS	Page 14
Chapter VIII	GRIEVANCES	Page 15
Chapter IX	THE COMMITTEE	Page 16
Chapter X	FINANCE	Page 18
Chapter XI	CONTRACTS	Page 21
Chapter XII	DUTIES	Page 22
Chapter XIII	MISCELLANEOUS	Page 26
Appendix I	CLUBS AND SOCIETIES	Page 27
Appendix II	COMMITTEE REPRESENTATION	Page 28

## Chapter I: NAME, OBJECTS, MEMBERSHIP

### 1. NAME

The Robinson College Students' Association (RCSA) shall be the association of resident junior members recognised by College Council under Statute XLI of Robinson College in the University of Cambridge.

### 2. AIMS AND OBJECTS

The aims and objects of the RCSA shall be:

- a. to represent the views of Members;
- b. to advance the welfare and security of its Members;
- c. to advance the education of its Members;
- d. to provide facilities which are of recreational, intellectual or social value to its Members and/or increase their quality of life;
- e. to act as a channel of communication and information between its Members and the College, the University of Cambridge and any other body whose activities affect the interests of its membership;
- f. to uphold equal opportunities in Robinson College irrespective of:
  - i. sex (including sex reassignment),
  - ii. self-defined gender,
  - iii. parental or civil status,
  - iv. race including colour, nationality, ethnic or national origin,
  - v. disability,
  - vi. sexual orientation,
  - vii. religion, belief or lack thereof,
  - viii. age,
  - ix. financial status
- g. to act in a fair and democratic manner.

### 3. MEMBERSHIP

- a. Subject to exercising their right to opt-out as detailed in part (b), each resident junior member of College shall be a Member of the RCSA.
- b. All Members have the right to opt-out of the RCSA. If a Member decides to opt-out they must inform both the College (through the Senior Tutor) and the RCSA (through the Secretary), in writing, before the end of Michaelmas Term in each academic year in which they wish to opt-out.
- c. A Member who has exercised their right to opt-out is taken to have opted out for the rest of the academic year on receiving confirmation from the Secretary.
- d. A Member who has opted out cannot:
  - i. Sponsor motions or vote at Open Meetings;
  - ii. Sponsor a candidate for Elections;
  - iii. Be a candidate for Election;
  - iv. Vote in Elections and Referenda;
  - v. Be part of RCSA sub-committees;
- e. A Member who has opted out will not be unfairly disadvantaged, with regard to the provision of services or otherwise, by reason of their having done so, with the exception of part (d).
- f. Every resident junior member of Robinson College is entitled to:
  - i. Shared use of RCSA facilities and equipment provided for Members;
  - ii. Inspect a copy of the RCSA constitution on the RCSA Website or via the Secretary within a reasonable time following a request;

## Chapter II: THE CONSTITUTION

### 4. AMENDMENTS

- a. Amendments to the Articles and/or Schedule of this constitution shall require a Referendum to be conducted in accordance with Chapter IV.
- b. Amendments to the Appendices of this Constitution shall require a Two-Thirds Majority of those Members present at an Open Meeting.
- c. All amendments to the Constitution must be presented to College Council for approval and shall only take effect after such approval.

### 5. INTERPRETATION

- a. All words and phrases relating to the College in the Constitution and its Schedule shall be interpreted according to the Statutes and Regulations of Robinson College.
- b. All words and phrases relating to the University in the Constitution and its Schedule shall be interpreted according to the Statutes, Ordinances, Regulations and Proctorial Edicts of the University of Cambridge.
- c. Whenever a fraction of a number of people is mentioned in a provision of the Constitution or its Schedule it shall be taken to mean the smallest whole number which shall exceed the fraction.
- d. In case of doubt interpretation of the Constitution shall rest with College Council except that during meetings the Chairperson shall be the sole interpreter in respect of questions not yet decided by College Council.
- e. Any subsequent ruling of College Council about such questions shall not invalidate the business of the meeting at which the Chairperson shall have used a different interpretation.
- f. College Council qualifies as an "executive governing body" under Section 21 of the 1994 Education Act.
- g. RCSA qualifies as a Students' Union under Section 21 of the 1994 Education Act.
- h. "Year" shall be taken to mean a period between two consecutive Annual Elections of the Committee;
- i. "Day" shall be taken to mean a day of Full Term;
- j. "Member" shall be taken to mean any resident junior member of Robinson College who has not chosen to opt-out of the RCSA.
- k. "Non-affiliate" shall be taken to mean any resident junior member of Robinson College who has chosen to opt-out of the RCSA.
- l. "Eligible Member" shall be taken to mean a Member expecting to remain a Member until the end of the following Year other than the Junior Returning Agent.
- m. "Opposer" shall be taken to mean to the first person to speak against the motion.
- n. "Concerned Member" shall be taken to mean the Proposer or Seconder or Opposer of the Motion or any of the signatories of the Petition, for the Referendum or a Candidate in an Election;
- o. "Simple Majority" shall be taken to mean that those voting in favour outnumber those voting against, regardless of those abstaining.
- p. "Two-Thirds Majority" shall be taken to mean that those voting in favour outnumber those voting against by two to one, regardless of those abstaining.

### 6. PREVIOUS CONSTITUTIONS

All previous constitutions of the RCSA are expressly revoked.

### 7. REVIEW

The RCSA Constitution must be submitted for review by College Council every 5 years or upon amendment.

### Chapter III: OPEN MEETINGS AND POLICY

#### 8. GENERAL

- a. There shall be two types of Open Meeting:
  - i. Ordinary Open Meetings
  - ii. Extraordinary Open Meetings
- b. Ordinary Open Meetings shall be convened at least:
  - i. three times during the Michaelmas Full Term,
  - ii. three times during the Lent Full Term,
  - iii. twice during the Easter Full Term.

#### 9. TIMING

- a. All Open Meetings shall be held in Full Term in an accessible public room with a capacity of at least 25 in the main College or on an accessible virtual live video conferencing platform at a time starting between 6pm and 10pm during the week or between 2pm and 10pm on a Saturday or Sunday.
- b. The time and date of Ordinary Open Meetings shall be decided by the Chair subject to part (a). Ordinary Open Meetings shall be considered as validly advertised by the Secretary or by the Chair upon the circulation of the timing details with an invitation for the submission of motions at least one week before the meeting.
- c. An Ordinary Open Meeting must also be held within 10 days of a request of one-half of the Committee or at the request of a petition signed by no less than one-twelfth of the total number of Members presented to either the Chair or the Secretary.
- d. In exceptional circumstance such as by way of example only, when the majority of members aren't in residence during Full Term, when the teaching/examination schedule extends at least a week after Full Term or otherwise, Ordinary Open Meetings may be held after Full Term at the discretion of the Chair.
- e. An Extraordinary Open Meeting shall be held at a time and date specified in the petition which calls it subject to part (a). This petition must be submitted to the Secretary at least two days before the time it is to be held. The same petition must include the motions to be discussed at the Extraordinary Open Meeting and be signed by either the President and one-half of the Committee or by one-eighth of the total Members. No business other than that detailed in the petition shall be discussed at the Extraordinary Open Meeting.

#### 10. QUORUM

- a. The quorum for an Open Meeting shall consist of 25 Members. An Open Meeting may only start if a quorum is present.
- b. The Chairperson shall not count towards the quorum.

#### 11. MOTIONS

- a. There shall be three types of motion:
  - i. Ordinary Motions
  - ii. Extraordinary Motions
  - iii. Procedural Motions (Article 12)
- b. Ordinary and Extraordinary Motions may take the form of either:
  - i. A motion regarding RCSA Policy.
  - ii. A motion requesting a discussion.
  - iii. A motion requesting financial assistance.
  - iv. A motion to establish a new society.
  - v. A motion mandating the Committee, the Welfare Committee, a member of the Committee or a Sub-Committee to perform a task.
- c. Each Ordinary Motion shall have been submitted in writing or by email to the Secretary before midnight on the second day before the Ordinary Open Meeting at which it is to be discussed. Written submissions must bear the signature of one Member as the Proposer and another Member as the Seconder. Email submissions must also contain both names and be sent from the CRSid@cam.ac.uk email accounts of both the Proposer and the Seconder. Motions proposed by the Committee, Welfare Committee or an RCSA Sub-Committee with more than three Committee Members as members shall not require a seconder.

- d. An Extraordinary Motion may be submitted to an Ordinary Open Meeting at any time before the end of the Ordinary Open Meeting. A petition bearing the signatures of one-twelfth of the total Members or resolution of two-thirds of the Committee shall be required to submit an Extraordinary motion to an Ordinary Open Meeting. Extraordinary motions may not be made in relation to part (f).
- e. Any Ordinary or Extraordinary Motion at an Open Meeting requesting financial assistance will require a Two-Thirds Majority of Members present to pass.
- f. Any Motion requesting financial assistance of a value greater than £150 at an Open Meeting, other than The Budget Meeting (Article 64) must be able to detail how much is requested, what it is to be used for, why it was not requested at The Budget Meeting, whom it will benefit, and all other relevant information.
- g. Any motion seeking to establish a new society must state the aims and objects of the society and that it will 'agree to be bound by the Constitution and Policy of the RCSA'. Such a motion will require a Two-Thirds Majority to pass. All new societies must also provide a written constitution and a categorised request for all funding to be sought before The Budget Meeting. Foundation of a society does in no way bind the RCSA to provide finance to the society.
- h. The Chair of the RCSA shall have sole and absolute discretion to rule upon whether any motion of any kind has been appropriately submitted, validly drafted or validly passed.
- i. Motions passed by an Open Meeting shall be the Resolutions of the Open Meeting.

## 12. PROCEDURAL MOTIONS

- a. There shall be the following procedural motions available to any Member during an Open Meeting. These procedural motions take priority over all Ordinary and Extraordinary motions.
  - i. objection to the presence of Guests and Non-Affiliates;
  - ii. to adjourn the matter to the next Open Meeting;
  - iii. that the matter be referred to the Committee or a specific officer for further investigation;
  - iv. that the matter be decided by Referendum;
  - v. that the question now be put;
  - vi. that the question not be put;
  - vii. that a substantive Motion be taken in parts;
  - viii. challenge to a ruling by the Chairperson;
  - ix. change of Chairperson;
  - x. Quorum check.
- b. Procedural Motions with the exception of (x) shall be voted on after one speech in favour and up to one speech against of not more than 30 seconds each. Voting on a procedural motion shall either be in favour or against.
- c. Procedural motions shall be carried by Simple Majority except Procedural Motions (iv), (viii), for which a Two-Thirds Majority is required and Procedural Motion (x) for which the motion shall be carried automatically.
- d. In the case of procedural motion (i) being carried the person to whom the motion refers shall be required to leave the meeting.
- e. In the case of procedural motions (viii) or (ix) being put, the Chair shall stand down in favour of the next Committee member present as listed in Article 53 with the exception that the Secretary will not take the Chair. The Proposer shall state their case after which the person who has just vacated the Chair shall respond. The procedural motion will then be put to an immediate vote. In the event of (ix) being carried the Chair shall not resume their position for the remainder of the meeting.
- f. Procedural Motion (x) may only be made at the commencement of each item of business. If the Open Meeting is declared inquorate, then the meeting is deemed to have ended and all remaining items of business are held over and discussed at the next Open Meeting.

## 13. AGENDA

- a. The agenda shall be circulated by email before midnight on the day before the Open Meeting is due to take place. Circulation of the agenda shall be valid notification of intended business under this sub-paragraph.
- b. The agenda at an Ordinary Open Meeting shall consist of the following business:
  - i. Apologies for absence or lateness;
  - ii. Announcement of the presence and purpose of guests and non-affiliates;

- iii. Approval of the presence and speaking rights of guests and non-affiliates;
- iv. Approval of the order of the agenda;
- v. Reading by the Secretary on request by any Member, amendment if necessary and approval of the Minutes of any previous Open Meeting not yet accepted by an Open Meeting;
- vi. Matters Arising from the Minutes;
- vii. Committee Reports and Resolutions;
- viii. Questions to Committee;
- ix. Ordinary Motions;
- x. Extraordinary Motions;
- xi. Any other RCSA business.

14. OPEN MEETING RIGHTS

Any Member may attend, speak and vote at an Open Meeting. Guests and non-affiliates may attend but may only speak if their speaking rights have been approved by the meeting and invited to do so by the speaker or by the Chairperson.

15. THE CHAIRPERSON

- a. When present the Chair shall be the Chairperson at the start of all Open Meetings
- b. The Chairperson shall be empowered to limit the length of speeches, but to no less than two minutes for a Motion other than a Procedural Motion where the limit is set at no more than thirty seconds.
- c. The Chairperson shall neither be a Concerned Member nor address the Open Meeting except in their official capacity without first vacating the Chair.
- d. The Chairperson shall not be treated as a Concerned Member when a motion is sponsored by the Committee.

16. SPEECHES

- a. At the start of each motion the Proposer or Seconder shall state the motion and explain it as they see fit. In their absence another Member may choose to speak for the Motion.
- b. If no Member wishes to speak for the Motion then the Motion shall carry over to the next Ordinary Open Meeting.
- c. The Chairperson shall then ask for speeches against, for, neutral on, or questioning the motion, in alternation, keeping the debate balanced.
- d. Any person with speaking rights shall be entitled to raise a point of information or ask a question during a speech, provided that the speaker indicates their willingness to give way, or between speeches at the discretion of the Chairperson.
- e. The Member speaking for the motion shall be entitled to make a one-minute summation before voting takes place.

17. AMENDMENTS TO MOTIONS

- a. Any Member present at an Open Meeting may propose an amendment to a Motion.
- b. If it is the opinion of the Member speaking for a motion that the amendment is not contrary to the spirit of the original Motion the amendment shall be taken as friendly and become the Motion.
- c. If it is the opinion of the Member speaking for a motion that the amendment is contrary to the spirit of the original Motion the amendment shall be taken as unfriendly and voted upon by the Members present at the Open Meeting. The amendment shall become the Motion if passed by a Simple Majority.

18. RCSA POLICY

- a. A Motion regarding RCSA Policy passed by an Open Meeting shall become RCSA Policy unless it lies in breach of this Constitution or beyond the powers of the Open Meeting.
- b. RCSA Policy shall lapse after three years subject to part (c) and Article 19(b).
- c. Members may call for a Referendum to annul RCSA Policy (Article 23(b)).
- d. If RCSA Policy is no longer viable, a Committee can propose a motion of annulment (Article 11(b)(i)) to the next Ordinary Open Meeting.
- e. RCSA Policy takes precedent over Resolutions of either the Committee or Welfare Committee.

#### 19. THE POLICY LIST

- a. The Secretary shall be responsible for keeping a record of Policy. This record shall be known as the Policy List.
- b. In the first Open Meeting following the election of a new Committee any Policy on the Policy List due to lapse in the forthcoming Year according to Article 18(b) may be proposed by the Committee to be renewed.
- c. The Policy List shall be available on the RCSA website.

#### 20. VOTING

- a. Every Member present at an Open Meeting shall be entitled to one personal vote and no more than five proxy votes, except for the Chairperson, who shall have no vote.
- b. Votes by proxy will be accepted on any motion tabled for vote on the agenda of an Open Meeting. To be accepted, such a vote must:
  - i. Specify the agenda item to which it pertains.
  - ii. State whether the vote is for, against or in abstention of the unamended motion, or is to be left to the discretion of the proxy.
  - iii. State why the voter cannot vote in-person at the Open Meeting and who they have nominated as their proxy, RCSA Committee members may act as proxies subject to part (a).
  - iv. Be signed on paper or emailed to the Chair or Secretary by the voter who must be a Member.
  - v. Be received by the Chair or Secretary no later than the time specified by the Chair or Secretary when the Open Meeting Agenda is circulated.
- c. Members may request a Secret Ballot on any Ordinary or Extraordinary Motion tabled for vote on the agenda of an Open Meeting at any point before or during the meeting. The Chair or Secretary will conduct the Secret Ballot. Such a vote must:
  - i. Be conducted during an Open Meeting using paper, electronic voting or other suitable medium.
  - ii. Be counted and announced during the Open Meeting before moving on to the next motion.

#### 21. MAJORITY REQUIRED BY MOTIONS

Unless otherwise specified in this constitution a Motion at an Open Meeting shall require a Simple Majority in order for it to be carried.

#### 22. NOTICE AND ACTING ON MOTIONS

- a. The Secretary of the RCSA shall keep the Minutes of each Open Meeting and circulate them by email at the earliest opportunity following the Open Meeting and not later than 24 hours after the end of the meeting.
- b. No decision taken by an Open Meeting shall be acted upon until 48 hours after the circulation of the Open Meeting Minutes.



## **Chapter IV: REFERENDA**

### **23. GENERAL**

- a. Referenda shall be the supreme policy-making forum of the RCSA. RCSA Policy derived from a resolution of a Referendum shall only be amended or revoked by the resolution of a subsequent Referendum.
- b. There shall be four types of Referenda:
  - i. Ordinary Referenda;
  - ii. Overturning decisions made by Open Meetings;
  - iii. Referenda called by Open Meetings;
  - iv. Amendments to this Constitution.

### **24. CALLING A REFERENDUM**

- a. Referenda of type (i) shall be called by a resolution of the Committee or by a petition to the Secretary or Chair signed by one-twentieth or more of the total number of Members.
- b. Referenda of type (ii) shall be called by a petition to the Secretary or Chair signed by Members greater in number to those who voted in favour of the motion within 48 hours of the circulation of the Open Meeting Minutes.
- c. Referenda of type (iv) shall be called by a resolution of an Open Meeting motion.
- d. If a Referendum is called then a vote shall occur in no more than seven days.

### **25. QUORUM**

- a. A Quorum for the purposes of this clause means the minimum number of Referendum votes cast, excluding spoilt ballots, required for the outcome to be declared valid.
- b. The Quorum for Referenda of types (i), (ii), (iii), and (iv), shall be one-eighth of the total number of Members.

### **26. RESULTS**

- a. In the case of Referenda of types (i), (ii) and (iii), a Simple Majority shall be sufficient for a resolution of a Referendum.
- b. In the case of a Referendum of type (iv) a Two-Thirds Majority shall be required to attain a resolution of a Referendum.

## Chapter V: POLLS

### 27. SCOPE

This Chapter shall be applied to all Elections and Referenda held by the RCSA.

### 28. RETURNING AGENTS

- a. There shall be the following Returning Agents:
  - i. The Senior Returning Agent;
  - ii. The Junior Returning Agent.
- b. The incumbency of the Senior Returning Agent shall be decided by College Council.
- c. The RCSA Chair shall be the Junior Returning Agent for all Elections and Referenda unless otherwise determined by Policy.
- d. If the Junior Returning Agent is a Concerned Member at any point during an Election or Referendum, then that Election or Referendum shall be deemed null and void.
- e. The Returning Agents shall oversee the Polls for Elections and Referenda.

### 29. THE COUNT

The Senior Returning Agent, the Junior Returning Agent and Members, other than Concerned Members, appointed by the Junior Returning Agent shall perform the counting immediately on the close of the poll.

### 30. RESULTS

- a. The Junior Returning Agent shall both email the results and post the results on the RCSA Notice Board as soon as possible after they have been calculated according to the methodology of the single transferable vote.
- b. If in-person voting has taken place ballot papers including postal votes shall be available for inspection in the presence of the Returning Agents by each Concerned Member for one hour after the announcement of the results.

### 31. POLLING HOURS

Polls shall be conducted for at least 6 hours out of those from 7am to 7pm.

### 32. VOTING METHODOLOGY

- a. It shall be the sole jointly exercised discretion of the Senior and Junior Returning Agents to determine, in the case of polls for which the method of voting has not been specified by the resolution calling for the vote, whether voting is to take place:
  - i. in-person only
  - ii. online only
  - iii. in either form by choice of the individual voting member
- b. Any method of voting determined by the Senior and Junior Returning Agents must be announced to the membership with instructions about how to vote twenty-four hours in advance of the poll by email.

### 33. CAMPAIGNING

- a. For each poll the Junior Returning Agent shall specify physical and social media precincts in which no campaigning shall be allowed.
- b. Within these precincts no posters or other advertising material shall be allowed except for a single copy of an official campaign poster submitted by each campaign to the Junior Returning Agent.
- c. Only Members and others who have been so invited by the Junior Returning Agent may take part in campaigning.
- d. The Junior Returning Agent may specify other reasonable rules regarding campaigning at their discretion.

### 34. VOTING PROCEDURE

- a. Each Member shall have one and only one vote.
- b. In the case of a poll held using online voting, Members may cast their vote electronically.

- c. In the case of a poll held using in-person voting the ballot shall be held in a public room in the main College building under the continuous supervision of Members appointed by the Junior Returning Agent other than Concerned Members. During the ballot a Concerned Member may only enter the specified room to cast their vote and may not remain within or re-enter the room for any other reason.

### 35. POSTAL VOTING

- a. Postal voting is permitted in the absence of online voting.
- b. A request for a postal vote must be submitted at least 12 hours before the start of the poll. This may be done by email from the CRSid@cam.ac.uk email address of the person requesting to vote or by written request placed in the pigeon-hole of the Junior Returning Agent.
- c. If a valid request for a postal vote has been submitted the Junior Returning Agent will:
  - i. place a voting form in the pigeon-hole of the person who has requested a postal vote. This form must be signed by the voting Member, placed in a sealed envelope and given to the Junior Returning Agent before the opening of the polls, or;
  - ii. email a voting form to the person. This form must be completed and sent to the Junior Returning Agent from the CRSid@cam.ac.uk email address of the person requesting a postal vote before the opening of the polls.
- d. Any postal votes which meet conditions (i) or (ii) above will be opened by the Junior Returning Agent in the presence of the Senior Returning Agent at the close of the polls and counted alongside those ballot papers obtained from the ballot box.

### 36. BALLOT PAPERS

Ballot papers used in any Poll held by the RCSA, with the exception of postal votes cast via email, must be stamped with the official RCSA stamp or individually autographed with the signature of the Junior Returning Agent, Senior Returning Agent, or RCSA Members appointed by the Junior Returning Agent to supervise the ballot box.

### 37. MALPRACTICE

- a. Any complaints about malpractice during an Election or Referendum shall be submitted to the Junior Returning Agent or Senior Returning Agent as soon as possible and not later than 48 hours after the close of the poll at which point the result will stand if no complaint has been received.
- b. Complaints of malpractice must be investigated by the Junior and Senior Returning Agent and a decision must be made within 7 days.
- c. A claim of malpractice will be deemed to be upheld:
  - i. by a joint decision of the Junior Returning Agent and Senior Returning Agent, or;
  - ii. by a simple majority of those performing the count.
- d. If the Junior and Senior Returning Agent disagree on the claim of malpractice, a College Council member and RCSA Committee member, other than Concerned Members, shall be appointed by the Junior and Senior Returning Agents to investigate the claim. Their decision to uphold or not uphold the complaint shall be final, and if they cannot come to a decision the complaint shall not be upheld and subject to appeal by those who submitted the complaint (Chapter VIII).
- e. In the case of a claim of malpractice being upheld subject to part (c) the Election shall be declared void and be re-held within 7 days.

## Chapter VI: ELECTIONS

### 38. DATES

- a. The annual poll for the Elections of the Chair and the President shall be held on a day at least 21 days after the start and at least 21 days before the end of Michaelmas Full Term.
- b. The incumbent Junior Returning Agent shall decide and announce the date of the annual poll for the Elections of the Chair and the President subject to part (a).
- c. The annual poll for the Election of the remainder of the Committee, with exception of the MCR Delegate (Article 43), shall take place on the seventh day following the annual poll for the Elections of the Chair and the President.

### 39. NOMINATIONS

- a. The Close of Nominations shall be at midnight on the fourth day before the Poll.
- b. A Valid Nomination is one which is received by the Junior Returning Agent from an Eligible Member before the Close of Nomination consisting of an A4 document bearing at least:
  - i. A reasonable photograph of the Eligible Member.
  - ii. Their signature and a statement indicating their willingness to be a Candidate and their agreement "to be bound by the Constitution and Policy of the RCSA".
  - iii. The names and signatures of a second Member as Proposer and a third Member as a Secunder.
- c. For roles within the Senior Team and the Welfare Officer, the Junior Returning Agent must receive proof via email or signature that the Candidate's Director of Studies or Tutor have been informed of the Candidate's decision to run no later than midday on the second day before the poll.
- d. For non-executive positions it is preferable that Candidates self-identify with the group their role represents.
- e. Only one Eligible Member shall be allowed per nomination for all offices with the exception of The Ents Officer (office (xii)) and The BME Officer (office (xviii)) for which up to two Eligible Members may stand as a single valid nomination.
- f. The Junior Returning Agent shall rule about Valid Nominations and shall circulate all those received before the Close of Nominations (part (a)) by email which shall be at midday on the second day before the Poll.
- g. Valid Nominations shall be treated as the Candidate's official campaign poster for the purposes of Article 33(b).
- h. Only the Candidate shall be allowed to withdraw their Valid Nomination in writing to the Junior Returning Agent at any time before the Opening of the Poll.
- i. Each Member shall be entitled to be nominated for a maximum of three offices provided they are eligible for each of the posts.
- j. If no Valid Nominations are received for any position then nominations shall be reopened and the Election for that position shall be postponed for seven days.

### 40. CHAIR AND PRESIDENTIAL ELECTIONS

Immediately once the results of the Elections for both Chair and President are known the Members elected shall become Chair-Elect (office (xxiii)) and President-Elect (office (xxiv)) for a period of one week and thereafter shall become Chair (office (i)) and President (office (ii)).

### 41. RE-OPEN NOMINATIONS

Any Election which takes place shall include the option of Re-Open Nominations.

### 42. HUSTINGS

- a. Hustings shall be held for every set of Elections at a time to be decided by the Junior Returning Agent no more than 48 hours before the relevant Elections are due to occur.
- b. All Hustings shall be held in a public room in the main building of College at a time between 6pm and 10pm during the week or between 2pm and 10pm on a Saturday or Sunday.
- c. At Hustings each of the candidates in attendance shall be allowed to speak for three minutes and then answer questions from Members and Non-Affiliates.
- d. The Chair shall take the chair at the start of all Hustings.

43. THE MCR DELEGATE

The Middle Combination Room shall elect its delegate according to its own procedures.

44. TERM OF OFFICE

The Chair, President and each Officer shall serve on the Committee throughout the Year following the Annual Election of the Committee unless they resign or are deemed to have resigned under Article 45.

45. RESIGNATION

- a. Any member of the Committee may resign by giving notice in writing to either the Chair or the President.
- b. Following a resignation as given in part (a), a 48-hour cooling-off period will be observed during which the resignation may be withdrawn in writing.
- c. Any member of the Committee shall be deemed to have resigned with immediate effect if they cease to be a Member.
- d. Any member of the Committee will have been deemed to have resigned with the right to appeal to an Open Meeting in the following circumstances:
  - i. They have failed to attend three Committee or Welfare Committee meetings in one term and their apologies for these meetings were either non-existent or unacceptable to the majority of the Committee.
  - ii. They have failed to attend two consecutive or three Open Meetings during their tenure and their apologies for these meetings were either non-existent or unacceptable to the majority of those present at the meeting.
  - iii. They have had their tenure successfully challenged by an Ordinary Referendum.

46. BY-ELECTIONS

- a. In the event of any of Committee office becoming vacant due to Article 45 or any other reason a By-Election for that post shall be held within two weeks of the resignation taking effect at a time and on a day to be decided by the Junior Returning Agent or the next most senior officer still in office in accordance with Chapter V.
- b. All By-Elections shall be conducted in the same manner as annual Elections except for the date and number of officers to be elected.
- c. Any Member elected in a By-Election shall serve on the Committee throughout the Year until the next annual Election of the Committee unless they themselves resign or are deemed to have resigned.

47. OTHER ELECTIONS

The RCSA shall oversee the Election for the President(s) of the May Ball, or equivalent event, and the Undergraduate Representative to College Council.

## **Chapter VII: AFFILIATIONS**

### **48. GENERAL**

The RCSA may affiliate, or pay a subscription, fee or donation to an external organisation only if it publishes notice of its decision to all Members and to the College Council stating:

- a. the name of the organisation;
- b. details of any subscription or similar fee paid or proposed to be paid, and of any donation paid or proposed to be paid, to the organisation.

### **49. REVIEW**

- a. The Treasurer shall submit a report containing a list of all External Affiliations for approval at the first Open Meeting of each new Presidential term, containing details of subscriptions or similar fees paid, or donations made, to such organisations in the past year.
- b. The report shall be made available to all Members and to College Council.

### **50. CHALLENGE**

- a. External Affiliations may be challenged through a Referendum (Article 23 (b)).
- b. No more than one challenge to a particular External Affiliation shall be held in any Year.

## **Chapter VIII: GRIEVANCES**

### **51. RIGHT TO COMPLAIN**

All members of College or groups of such members who are dissatisfied in their dealings with the RCSA or who claim to have been unfairly disadvantaged by reason of having exercised the right not to be a Member of the RCSA as set out in Article 3(b) have the right tender a complaint.

### **52. PROCEDURE FOR COMPLAINTS**

- a. In the first instance, all complaints, other than those in which the Chair is personally involved, shall be made to the Chair of the RCSA. At the request of the complainant the Chair shall either investigate the complaint himself or carry such an appeal to a person independent of the RCSA nominated by College Council who may not delegate their responsibility for hearing the appeal.
- b. Any appeals against the decision of the Chair or against an action of the Chair should be made to the Senior Tutor who will ask College Council to nominate a person independent of the RCSA to investigate and report on the complaint.
- c. The judgement of the independent individual on any such matter overrides RCSA policy and the Resolutions of; Referenda, Open Meetings, and the Committee or Welfare Committee. Any such judgement will be given in writing to the Chair and the complainant.
- d. If any complaint is upheld, College Council shall have the power to provide effective remedy where it considers it appropriate.

## Chapter IX: THE COMMITTEE

### 53. OFFICERS

The Committee shall comprise:

The Senior Officers;

- i. The Chair
- ii. The President
- iii. The Vice President
- iv. The Treasurer

The following eleven executive positions;

- v. The Secretary
- vi. The Welfare Officer
- vii. The Academic Affairs Officer
- viii. The Access Officer
- ix. The Green Officer
- x. The Catering and Amenities Officer
- xi. The Sports and Societies Officer
- xii. The Ents Officer
- xiii. The Computer Officer
- xiv. The Communication Officer
- xv. The MCR Delegate, should they choose to attend

The following seven non-executive positions;

- xvi. The Women's Officer
- xvii. The Men's Officer
- xviii. The BME Officer
- xix. The Overseas Students' Officer
- xx. The LGBT+ Officer
- xxi. The Mental Health and Disabled Students' Officer
- xxii. The Class Act Officer

The following positions-in-waiting;

- xxiii. The Chair-elect
- xxiv. The President-elect

### 54. COMMITTEE MEETINGS

- a. Committee meetings shall be bound by the objects of the RCSA.
- b. The purposes of Committee Meetings shall be as follows:
  - i. to organise the implementation and execution of Policy;
  - ii. for each officer to report on issues arising in relation to their role;
  - iii. to coordinate the activities of the Committee Members.
- c. A Committee meeting may be called for anytime and anyplace by either the Chair, President or half of the officers.
- d. Committee Meetings shall endeavour to reach decisions by consensus but in the case of dispute the matter shall be decided by a Simple Majority. Each officer shall have one vote with the exception of the Chairperson who shall have no vote except in the event of a tie, in which case the Chairperson shall have the deciding vote.
- e. An Open Meeting item may be Proposed or Seconded by the Committee upon a resolution with the support of more than two-thirds of present Committee members.
- f. The quorum for Committee Meetings shall be eight Senior or Executive Officers. A Committee Meeting may only begin when a quorum is present.
- g. The Chair shall be the Chairperson at the start of all Committee Meetings. In their absence the next most senior officer present shall take the chair with the exception that the Secretary shall never take the chair.
- h. The Secretary shall keep the Minutes of all Committee Meetings and arrange a suitable replacement to do so in their absence.
- i. Decisions of the Committee shall be Resolutions of the Committee.

### 55. WELFARE COMMITTEE MEETINGS



- a. The Welfare Committee shall comprise of the Welfare officer, the Secretary and the Welfare Representatives (office (xvi) to office (xxii)).
- b. Welfare Committee meetings shall be bound by the objects of the RCSA.
- c. The purposes of Welfare Committee Meetings shall be as follows:
  - i. to organise the implementation and execution of welfare activities;
  - ii. for each member of the Committee to report on issues arising in relation to their role;
  - iii. to coordinate the activities of the Welfare Committee Members
- d. A Welfare Committee meeting may be called for anytime and anyplace by either the Welfare Officer alone or half of the officers comprising the Welfare Committee and shall meet no less than twice per term.
- e. The quorum for Welfare Committee Meetings shall be four. A Welfare Committee Meeting may only begin when a quorum is present.
- f. The Welfare Officer shall take the chair at the start of all Welfare Committee Meetings. In their absence another officer shall take the chair with the exception that the Secretary shall never take the chair.
- g. The Secretary shall keep the Minutes of all Welfare Committee Meetings and arrange a suitable replacement to do so in their absence.
- h. Welfare Committee Meetings shall endeavour to reach decisions by consensus but in the case of dispute each officer shall have one vote with the exception of the Chairperson who shall have no vote and the matter shall be decided by a Simple Majority except that the Chairperson shall have a casting vote in the event of a tie.
- i. An Open Meeting item may be Proposed or Seconded by the Welfare Committee upon a resolution with the support of more than two-thirds of present Welfare Committee members
- j. Decisions of the Welfare Committee shall be Resolutions of the Welfare Committee.

#### 56. SUB-COMMITTEES

- a. The following RCSA sub-committees shall exist and be chaired by relevant officers when deemed necessary:
  - i. The Access Committee
  - ii. The Green Committee
  - iii. The Ents Committee
  - iv. The BME Committee
  - v. The Communication Committee
  - vi. The Freshers' Week Committee
- b. Other sub-committees may be created by resolution of the RCSA Committee or Welfare Committee or by Open Meeting motion. Any such sub-committee must have a specific mandate and time period for which it is to be operational.
- c. A sub-committee set-up by the RCSA Committee or Welfare Committee may include Committee and non-Committee Members but shall be chaired only by an RCSA Committee Member.
- d. The RCSA Committee or Welfare Committee may not delegate any authority to sub-committees other than those listed in part (a) and then only on the issues of their concern. Hence all except those listed may only make recommendations to the RCSA Committee.
- e. An Open Meeting item may be Proposed or Seconded by a Sub-Committee if it has the support of more than two-thirds of the Sub-Committee.

## **Chapter X: FINANCE**

### **57. FINANCIAL AGENTS**

There shall be the following Financial Agents:

- a. The Senior Treasurer
- b. The RCSA Treasurer

### **58. THE SENIOR TREASURER**

The incumbencies of the Senior Treasurer shall be decided by College Council.

### **59. THE FINANCIAL YEAR AND BUDGET CYCLE**

- a. The Financial Year shall run from the first day in October in a year to the last day of September in the following year.
- b. The Budget Cycle shall begin with the approval of the Budget at the Budget Meeting and shall end at the approval of the next budget.

### **60. AUDITING**

- a. The RCSA Treasurer shall arrange for the accounts of the RCSA to be audited once per Year by a person or organisation independent of the RCSA.
- b. The Treasurer shall present the audited accounts to Finance Committee within 10 months following the completion of the financial year to which the accounts relate.

### **61. RCSA COSTS**

The RCSA Treasurer shall be responsible for processing and paying all expenses incurred by the RCSA in accordance with the Budget.

### **62. RCSA RESERVES**

- a. The RCSA Committee shall maintain some reserves that are not to be allocated to Societies or Committee member expenses during the Budget Cycle.
- b. These shall be used for exceptional purchases subject to approval by the Treasurer and Senior Treasurer.

### **63. SOCIETY ELIGIBILITY**

- a. No association of Members and Non-affiliates shall receive financial assistance from the RCSA unless the RCSA Committee is satisfied of its adoption of an approved constitution and that membership of the association shall be open both in principle and practice to all Members and Non-affiliates of the RCSA.
- b. All associations must be formed by an Open Meeting Motion (Article 11(g)) a before they may be considered for eligibility according to part (a).

### **64. BANK ACCOUNTS**

- a. Any association of Members and Non-affiliates wishing to control its own bank account(s) shall be required to satisfy the Senior Treasurer of its adoption of a constitution approved by the RCSA Committee.
- b. No one association of Members and Non-affiliates other than the RCSA shall control more than two bank accounts.
- c. An association controlling its own bank account(s) shall require two signatures for any payment from its account(s), one of which shall be of the Senior Treasurer of the association.
- d. Mandates for all association bank accounts shall be updated at least annually.

### **65. THE BUDGET**

- a. The Budget for the RCSA's forthcoming Budget Cycle shall be proposed as a Substantive Motion to be taken in parts and passed in an Ordinary Open Meeting referred to as 'The Budget Meeting,' to be held in the Michaelmas Full Term.
- b. The Budget shall be taken as the final motion in The Budget Meeting and must be passed as a whole after taking its relevant parts.

- c. The RCSA Treasurer shall announce the preparation of the Budget to all Members and Non-affiliates no less than three weeks in advance of The Budget Meeting.
- d. The RCSA Treasurer shall present the procedure for allocation of RCSA funds to clubs and societies at the Open Meeting that precedes The Budget Meeting.
- e. Any association wishing to claim Budget allocations from one Budget Cycle shall notify the RCSA Treasurer no less than five days in advance of the Budget Meeting of all planned expenditure to be made from the outgoing Budget.

66. BUDGET APPROVAL

- a. The Budget passed at The Budget Meeting shall be submitted to the first Finance Committee taking place thereafter.
- b. Upon approval by the Finance Committee, the Budget shall become binding.

67. FINANCIAL REPORTING

Every association of Members and Non-affiliates to which the RCSA has given financial assistance during the current Budget Cycle and that controls at least one bank account shall send a copy of its accounts for the current Budget Cycle to the RCSA Treasurer who shall circulate a copy via email no less than four days in advance of The Budget Meeting.

68. CLAIMING ALLOCATED MONEY

- a. Following successful application and approval for financial assistance from the Budget, associations of Members and Non-affiliates shall be reimbursed for their expenditures that fall into the categories listed in their allocation but do not cumulatively exceed the limits agreed in the Budget for the particular category of spending.
- b. Transferral of allocated money between budgeted spending categories must be agreed by an Open Meeting.
- c. Payment by the RCSA for association expenses shall only be made when the RCSA Treasurer receives a Legitimate Claim from the appropriate association representative.
- d. A Legitimate Claim is one that has been received within the relevant budget cycle or the period of 28 days following its end subject to Article 64(e). Such claims must highlight the following information:
  - i. the association requesting assistance;
  - ii. receipt(s) or invoice(s) for the expenditure on which the claim is based;
  - iii. the budgeted spending category from which the claim should be taken;
  - iv. the name of the representative claiming on behalf of the association;
  - v. the name of the payee for the claim;
- e. The RCSA Treasurer shall pay Budget allocations directly to the relevant third party upon production of the relevant invoice(s) when accompanied by a Legitimate Claim.
- f. The RCSA Treasurer shall keep all receipts, invoices and claims to present to the auditors of the RCSA accounts.

69. REFUND SCHEME

The RCSA Treasurer shall award Members and Non-affiliates assistance from the Refund Scheme when presented with a receipt of expense and signed letter or email requesting reimbursement.

70. MAKING PAYMENTS

- a. All payments made by the RCSA shall be in the form of cheques or electronic transfers.
- b. All cheques shall be signed by both the Senior Treasurer and the RCSA Treasurer.
- c. Payments may be made by electronic transfer provided that the payment is approved by both the RCSA Treasurer and the Senior Treasurer.

71. THE MIDDLE COMBINATION ROOM

The Middle Combination Room Budget shall be handled separately to and not be considered part of the RCSA annual budget.

72. INDEMNIFICATION

- a. All members of the Committee and their appointees shall be entitled to be indemnified out of the assets of the RCSA against all losses or liabilities which they may sustain or incur in or about the execution of their office or in relation to their office.
- b. No member of the Committee or their appointees shall be held personally liable for any loss, damage, injury or misfortune which may happen to or be incurred by the RCSA, except wilful or individual fraud or wrongdoing, provided that the Committee member concerned has exercised reasonable care.

**Chapter XI:       CONTRACTS**

**73. OFFICERS EMPOWERED TO ENTER INTO CONTRACTS**

The President, Vice President and Treasurer shall be the only Officers of the Committee empowered to enter into any contract on the behalf of the RCSA.

**74. DECISION**

- a. The RCSA shall not enter into any contract that has not been agreed upon by a Two-Thirds Majority at a Committee Meeting.
- b. Any proposals to enter into contracts that involve liability on the part of the RCSA to pay any sum of money must be passed in either the Budget Meeting or an Open Meeting.

## Chapter XII: DUTIES

### 75. DUTIES FOR ALL OFFICERS

All Members of the RCSA Committee shall:

- a. Attend all Open Meetings and send their apologies to the Chair or to the President prior to the meeting if unable to do so.
- b. Produce a handover document for their successor.
- c. Uphold the Aims and Objects of the RCSA.
- d. Be bound by RCSA Policy and the Resolutions of Referenda and Open Meetings.
- e. Be bound by the duties relating to their role as detailed in Chapter XII.
- f. Represent the RCSA at the committees and meetings relevant to their role as detailed in Appendix II.

### 76. THE CHAIR

The Chair shall:

- a. Ensure the observance of the Constitution.
- b. Decide the timing of Open Meetings.
- c. Act as Junior Returning Agent subject to policy deciding otherwise.
- d. When present be the Chairperson at the beginning of all Open Meetings, Committee Meetings and Hustings and arrange a suitable replacement in their absence.
- e. Be responsible for Committee welfare, discipline and dealing with grievances within the RCSA.
- f. Be responsible for the organisation of Elections and Referenda both internal and external to the College.
- g. Represent the RCSA outside the College according to Policy.
- h. Liaise with External Organisations to which the RCSA is affiliated.
- i. Update and amend the Constitution in line with progress of the RCSA and no less than every five years.
- j. Ensure Appendix II of this Constitution is accurate.
- k. Oversee the RCSA Archive.

### 77. THE PRESIDENT

The President shall:

- a. Be the spokesperson of Policy.
- b. Submit to College Council for approval:
  - i. the constitution at intervals of not more than 5 years;
  - ii. any constitutional amendments; and
  - iii. a list of all the External Affiliations of the RCSA.
- c. Arrange undergraduate representation at meetings arranged by College authorities.
- d. Liaise with College authorities.
- e. Represent the Members as a Charity Trustee on College Council and act in the long-term student and College interest.
- f. Be entitled to attend the meetings of any RCSA sub-committee.

### 78. THE VICE PRESIDENT

The Vice President shall:

- a. Assist the President
- b. Work with College staff to organise the running of the Room Ballot.
- c. Convene, chair and coordinate the Freshers' Week Committee and oversee Freshers' Week Activities.
- d. Oversee the RCSA's commitments to Charities.
- e. Liaise with College authorities alongside the President.
- f. In the event that the President resigns, take over for an interim period as 'Acting President' until the By-Elections are held and a new President elected.

### 79. THE TREASURER

The Treasurer shall:

- a. Keep the accounts of the RCSA, including retaining all receipts, invoices and claims received for the purposes of audit.
- b. At the request of the Committee report the financial situation to each ordinary Open Meeting and Committee Meeting.

- c. Ensure that the accounts of the previous financial year are externally audited before handing over their post.
- d. Be concurrently the treasurer of no other Association of Members.
- e. Present the audited accounts to the College Finance Committee within 10 months following the completion of the financial year to which they relate.
- f. Present the procedure for allocation of RCSA funds to Clubs and Societies at the Open Meeting which precedes the Budget Meeting.
- g. Announce the preparation of the budget no fewer than three weeks before the budget meeting.
- h. Submit the annual budget to the College Finance Committee for ratification.
- i. Ensure that the RCSA Finance Booklet is prepared and circulated at a time after the start of the Michaelmas Full Term following their election and before the end of their tenure.
- j. Process and pay all expenses incurred by the RCSA in accordance with the budget.
- k. Audit the accounts of all Associated Clubs and Societies who hold a bank account.

#### 80. THE SECRETARY

The Secretary shall:

- a. Compile and Circulate the Agenda of each Open Meeting no less than 24 before the meeting.
- b. When present keep the Minutes of each Open Meeting and each Committee and Welfare Committee Meeting and arrange a suitable replacement in their absence.
- c. Circulate a copy of the Open Meeting Minutes by email within 24 hours of the end of the meeting.
- d. Ensure that the Agendas and Minutes of all Open Meetings shall be available for inspection by any Member.
- e. Ensure that each Committee Member is sent a copy of Committee and Welfare Committee Meeting Minutes within 48 hours of the end of the meeting.
- f. Maintain a list of RCSA Policy.
- g. Be responsible for advertising and circulating the agenda for all meetings.
- h. At the request of the Chair or President book public rooms in the Main building for meetings.
- i. Distribute mail from the RCSA pigeonhole to the appropriate officer not less than twice per week.
- j. Be responsible for delivering physical copies of RCSA correspondence where required.
- k. Arrange the deposition of documents in the RCSA Archive.

#### 81. THE WELFARE OFFICER

The Welfare Officer shall:

- a. Make themselves available to Members through a regular surgery or otherwise to talk about personal matters and to provide information to Members on their welfare, rights and resources available to them.
- b. Organise inclusive welfare events termly for Members and Non-Affiliates.
- c. Produce and circulate a Welfare Newsletter at least once per term.
- d. Convene, chair and coordinate the actions of the RCSA Welfare Committee.

#### 82. THE ACADEMIC AFFAIRS OFFICER

The Academic Affairs Officer shall:

- a. Be responsible for academic matters arising at Committee and Open Meetings and relaying of these matters to the relevant staff or Committees.
- b. Liaise with the College Library to further the academic needs of students.
- c. Work in the interests of the academic welfare of students including providing access to practical help and support for individuals and groups.
- d. Raise awareness of internal and external study skills and academic support.
- e. Arrange Subject Representatives and College Families before the start of Michaelmas Term.
- f. Maintain a list of Subject Representatives and remain in contact with them.
- g. Hold trials for the University Challenge team in Michaelmas Term.

#### 83. THE ACCESS OFFICER

The Access Officer shall:

- a. Be responsible for running student access initiatives in College.
- b. Convene, chair and coordinate the actions of the Access Committee.

#### 84. THE GREEN OFFICER

The Green Officer shall:

- a. Be responsible for running student environmental initiatives.
- b. Convene, chair and coordinate the RCSA Green Committee, if deemed necessary.
- c. Deal with ethical and environmental concerns of the student body.

#### 85. THE CATERING AND AMENITIES OFFICER

The Catering and Amenities Officer shall:

- a. Be responsible for the running of student facilities in College.
- b. Address any problems regarding the provision of facilities or those involving catering.
- c. Be responsible for coordinating the arrangements for special halls with the Catering Department.
- d. Be responsible for keeping records of equipment bought by the RCSA.

#### 86. THE SPORTS AND SOCIETIES OFFICER

The Sports and Societies Officer shall:

- a. Be responsible for maintaining an up to date list of all active College Clubs and Societies recognised by the RCSA with contact details on the RCSA website.
- b. Ensure Appendix I of this Constitution is accurate.
- c. Be responsible for the running of the Games Room and JCR Pool Table.
- d. Be responsible for keeping records of equipment bought by societies using RCSA funds.
- e. Liaise with Societies and Sports Clubs dependent on the RCSA and assist communication from such societies to RCSA Members.
- f. Keep RCSA Members updated with society events, sports fixtures and events with a bulletin at least once per term.
- g. Oversee organisation of a bi-annual College wide multi-sport event.

#### 87. THE ENTS OFFICER(S)

The Ents Officer(s) shall:

- a. Be responsible for organising and advertising all RCSA entertainments.
- b. Convene an RCSA Ents Committee who will assist in the running of College-based entertainments.
- c. Organise relevant training for RCSA Committee and Ents Committee members, including but not limited to bar training, fire marshal training and DJ training.

#### 88. THE COMPUTER OFFICER

The Computer Officer shall:

- a. Be responsible for the maintenance of the RCSA website and keeping it up to date.
- b. Add the Open Meeting Minutes to the RCSA website by the end of every Term.
- c. Provide advice and assistance to Members of the RCSA and to the RCSA Committee on issues of a technical nature.

#### 89. THE COMMUNICATION OFFICER

The Communication Officer shall:

- a. Be responsible for maintaining and regularly updating the RCSA social media accounts.
- b. Be responsible for maintaining and regulating Robinson Student social media pages.
- c. Be responsible for sharing the RCSA External Bulletins fortnightly.
- d. Be responsible for publishing and distributing the RCSA Newsletter (The Brick) and shall do so regularly throughout the year.
- e. Convene, chair and coordinate the actions of the Communications Committee, if deemed necessary.
- f. Liaise with College staff with regard to student involvement in the BinBrook, or other staff and alumni publications.

#### 90. THE WOMEN'S OFFICER

The Women's Officer shall:

- a. Sit on the RCSA Welfare Committee.
- b. Represent women and non-binary students in College and campaign on their behalf.

#### 91. THE MEN'S OFFICER



The Men's Officer shall:

- a. Sit on the RCSA Welfare Committee.
- b. Represent men and non-binary students in College and campaign on their behalf.

92. THE BME OFFICER

The BME Officer shall:

- a. Sit on the RCSA Welfare Committee.
- b. Represent BME students in College and campaign on their behalf.
- c. Represent students from religious minorities and campaign on their behalf.
- d. Organise BME inclusive events for Members and Non-Affiliates.
- e. Convene, chair and coordinate the actions of the RCSA BME Committee, if deemed necessary.

93. THE OVERSEAS STUDENTS' OFFICER

The Overseas Students' Officer shall:

- a. Sit on the RCSA Welfare Committee.
- b. Represent overseas student in College and campaign on their behalf.

94. THE LGBT+ OFFICER

The LGBT+ Officer shall:

- a. Sit on the RCSA Welfare Committee.
- b. Represent LGBT+ students in College and campaign on their behalf.
- c. Organise LGBT+ inclusive events for Members and Non-Affiliates.

95. THE MENTAL HEALTH AND DISABLED STUDENTS' OFFICER

The Mental Health and Disabled Students' Officer shall:

- a. Sit on the RCSA Welfare Committee.
- b. Campaign to raise the awareness of mental health and issues regarding intermission, double-time and disabilities in College.
- c. Represent all students who self-define as mentally or physically disabled, or as a person with a disability/long-term impairment in College and campaign on their behalf.

96. THE CLASS ACT OFFICER

The Class Act Officer shall:

- a. Sit on the RCSA Welfare Committee.
- b. Represent socially, educationally, culturally or economically disadvantaged students in College and campaign on their behalf.

### **Chapter XIII: MISCELLANEOUS**

#### **97. CONFIDENTIALITY**

- a. When acting officially, in the context of individual welfare issues and other personal private matters, Officers shall act in confidence unless:
  - i. there appears to be a serious and imminent risk to the student's safety or to the safety of others; or
  - ii. the law requires disclosure.

#### **98. ARCHIVES**

- a. The RCSA shall maintain archives for the benefit of future Officers and posterity which will be overseen by the RCSA Chair.
- b. The RCSA Chair may permit the inspection of the archives at their discretion:
- c. Secretary shall deposit in the archive paper copies of:
  - i. Open Meeting Agendas
  - ii. Open, Committee, and Welfare Committee Meeting Minutes
  - iii. Officers' Reports
  - iv. Valid nominations submitted during Elections
  - v. Election results
  - vi. Issues of the RCSA Newsletter
- d. Any other documents which may be of interest or use to future Officers.

#### **99. PAPER COPIES**

Any member may request, by writing to the Committee, that physical copies of public official RCSA correspondence be delivered to their pigeon hole by the Secretary. These requests will be granted for individual members at the discretion of the Committee where there is a clear case that correspondence via email is unsuitable for the member's needs.

#### **100. EXTERNAL PETITIONS**

Committee members may sign external petitions and open letters on behalf of the RCSA Committee or the RCSA on issues of direct importance to members education or welfare. A simple majority of Committee members must agree to sign the petition or open letter before the signature is added. Signatures may be reviewed and removed if members feel it is not representative of their views, this is ultimately at the discretion of the Chair.

#### **101. EXCEPTIONAL CIRCUMSTANCES**

In the event of exceptional or unprecedented circumstances on which this Constitution is silent, the Committee are to proceed in a way that a reasonable Committee would, bearing in mind Article 2, with decisions ultimately at the discretion of the Chair.

## **Appendix I: CLUBS AND SOCIETIES**

The following associations, as of Michaelmas 2020 are recognised as being a part of the RCSA and may therefore be considered for eligibility to receive finances from the RCSA. This list should reflect active societies and be updated each year.

Art and Photography  
Badminton  
Baking Society  
Banner Making Society  
Board Games Society  
Boat Club  
Brickhouse Theatre Company  
Chapel Choir  
Cheerleading Society  
Cheese and Wine Society  
Chess Society  
Christian Union  
Cricket  
Croquet  
Debating  
Engineering  
Feminist Society  
Film Society  
Football (F)  
Football (M)  
French  
Finance and Investment Society  
Geography Society  
Gardening  
Hockey (Mixed)  
Lacrosse (Mixed)  
Law Society  
May Week Committee  
MedVet Society  
Middle Combination Room (Graduate Society)  
Music Society (RCMS)  
Netball (F)  
Netball (Mixed)  
Penguins Ultimate Frisbee  
Pool  
QUIZ Society  
Role Playing Games  
Rugby (M)  
Scottish Society  
Squash (F)  
Squash (M)  
Swimming and Water Polo  
Tea Society  
Tennis  
Vegan Society  
Video Games Society  
Vocal Chords  
Water Polo  
Windsurfing and Sailing  
World Film Society  
Yoga and Mindfulness

## **Appendix II: COMMITTEE REPRESENTATION**

The following members of the RCSA Committee are obliged to represent the RCSA at the following Committees and Meetings, or find a suitable replacement RCSA Committee member to attend these meetings:

1. THE CHAIR
  - a. Cambridge SU Council if affiliated
  - b. Cambridge SU College Forum if affiliated and deemed necessary
  
2. THE PRESIDENT
  - a. College Council
  - b. Joint Liaison Committee
  - c. Admissions Committee
  - d. Education Committee
  - e. Prevent Committee
  - f. Cambridge SU College Forum if affiliated and deemed necessary
  
3. THE VICE PRESIDENT
  - a. Joint Liaison Committee
  
4. THE TREASURER
  - a. Joint Liaison Committee
  - b. Finance Committee when required
  
5. THE WELFARE OFFICER
  - a. Joint Liaison Committee
  - b. Cambridge SU Welfare Officers' meetings if affiliated.
  
6. THE ACADEMIC AFFAIRS OFFICER
  - a. Joint Liaison Committee
  - b. Library Committee
  - c. Education Committee
  - d. Admissions Committee
  
7. THE ACCESS OFFICER
  - a. Admissions Committee
  - b. Cambridge SU Access Forum if affiliated
  
8. THE GREEN OFFICER
  - a. Gardens Committee
  - b. Environmental Committee
  
9. THE CATERING AND AMENITIES OFFICER
  - a. The Health and Safety Advisory Committee
  
10. THE COMPUTER OFFICER
  - a. IT Committee
  
11. THE COMMUNICATIONS OFFICER
  - a. The BinBrook Committee
  - b. Archives Committee
  
12. THE WOMEN'S OFFICER
  - a. Joint Liaison Committee
  - b. Health and Safety Advisory Committee
  - c. Cambridge SU Women's Forum if affiliated
  
13. THE BME OFFICER

- a. Admissions Committee
- b. Prevent Committee
- c. Cambridge SU BME Forum if affiliated

14. THE CLASS ACT OFFICER

- a. Admissions Committee
- b. Cambridge SU Class Act Forum if affiliated