



# Robinson College Students' Association

**A HOW-TO GUIDE**





# Contents

What is the RCSA?	3
The Role of the RCSA	4
Who is in the committee?	7
Open Meetings	9
Elections	10
Other ways to get involved	12
Useful Links and Resources	14
College Map	17



# What is the RCSA?

Robinson College Students' Association is an association of all of the Junior Members of Robinson College who haven't opted out (see the "Useful Links and Resources" section for how to opt out). A junior member is an undergraduate or graduate member of college.

It is a legal requirement for the college to have a students' association (or similar) so the RCSA works closely with college staff to ensure students have the best time while at Robinson.

The RCSA is bound by a constitution written by previous committees. This outlines the RCSA's role, structure and operating procedures and can be found on the RCSA website

([http://www.rcsa.co.uk/files/documents/rcsa\\_constitution.pdf](http://www.rcsa.co.uk/files/documents/rcsa_constitution.pdf)).





# The role of the RCSA

## **By the constitution (abridged):**

- To provide valuable facilities to members
- To facilitate communication between members and Robinson College/Cambridge University
- To advance the welfare and security of members
- To uphold equal opportunities for all members
- To act in a fair and democratic manner
- To advance the education of members

## **Welfare and Security:**

All RCSA committee members are contactable via their email addresses below. The welfare team will be especially able to help and hold regular drop-ins if you would prefer a chat in person. The RCSA also holds regular welfare events and can act as another level of support beyond what is offered by the college and university. Please see “Useful Links and Resources” for more information.

## **Being Fair and Democratic:**

All RCSA committee members are contactable via their email addresses below. The welfare team will be especially able to help and hold regular drop-ins if you would prefer a chat in person. The RCSA also holds regular welfare events and can act as another level of support beyond what is offered by the college and university. Please see “Useful Links and Resources” for more information.



## Providing Facilities:

The RCSA maintains and provides a number of facilities including:

- **Junior Combination Room (JCR)** - a common room open to all students until 1:30am every day. The JCR has recently been refurbished and has comfy sofas as well as a TV and pool table for communal use.
- **TV Room** - contains TVs and video game consoles for use by college members.
- **Games Room** - medium sized room which has a table tennis table and is often used for society meetings or activities such as yoga or dance.
- **J8** - room with a kitchen which can be used for hosting meetings or events.
- **Laundry Rooms** - washing and drying facilities are operated by WashStation, an external contractor. You can set up a WashStation account by purchasing a card from the Porters' Lodge. Washing powder is provided by the RCSA but we ask that you use these appropriately.
- **Trunk Room** - where you can store a limited number of items over the vacations. Please see the rules located in the "Useful Links and Resources" section below.
- **Party Room (Bop Room)** - contains a dance floor and bar which is used by the RCSA to hold "bops" (parties) and can be booked for students' own events. If you want to use the bar/any other RCSA equipment (e.g. lights/sound system) for your own event you must contact the RCSA events officers for the keys/training.
- **Hi-Fi Room** - has a record player and a sewing machine
- **Dark Room** - can be used for developing photographic film

Details of **how to book** these rooms can be found in the "Useful Links and Resources" section. Also see the map in this section to locate these rooms. As the RCSA/Robinson College are responsible for cleaning/maintaining these rooms, we ask that you **take care of them** and do not leave them untidy after you have used them. The RCSA also host and facilitate a wide range of events from **bops** to welfare **"cake and chat"** to **Freshers' week**.

## Facilitating Communication:

All members of the RCSA are readily contactable through their RCSA email addresses (see “Who is in the committee?” section below) and will be happy to answer any questions.

Members of the RCSA Senior Team and other committee members have regular meetings with senior members of college and can raise any issues then.

College members can also raise concerns at open meetings or mandate the RCSA to campaign for a certain issue to be prioritised, whilst collaborating with college.

One way in which the RCSA has done this recently is through conducting a Big Robinson Survey. This yielded informative results and guided the RCSA’s work to deal with student concerns. Results can be found here <http://www.rcsa.co.uk/documents>





# Who is in the committee?

## **The Senior Team:**

Chair - Emma Macrae  
chair@rcsa.co.uk

President - Tom Hinch  
president@rcsa.co.uk

Vice-President - Annalise Whitehead  
vice-president@rcsa.co.uk

Treasurer - Matthew Brickell  
treasurer@rcsa.co.uk

**See <http://www.rcsa.co.uk/bios>  
or the constitution for a  
description of the duties  
undertaken by each officer.**

## **The Welfare Team:**

Welfare Officer - Phoebe Cramer  
welfare@rcsa.co.uk

Women's Officer - Becky Teagles  
womens@rcsa.co.uk

Men's Officer - Christopher Cheng  
mens@rcsa.co.uk

BME Officer - Drew Chateau  
bme@rcsa.co.uk

Overseas Officer - Victor Ellwood  
overseas@rcsa.co.uk

LGBT+ Officer - Sian Evans  
lgbt@rcsa.co.uk

Mental Health and Disabled  
Students' Officer - Sarah Beck  
dso@rcsa.co.uk



## **Non-executive Officers**

Access Officer - Kieran Mylrea  
access@rcsa.co.uk

Ents Officers - Sam Sully and  
Bradley Sawyer  
ents@rcsa.co.uk

Green Officer  
green@rcsa.co.uk

Computer Officer - Sam Sully  
computing@rcsa.co.uk

Brick Editor - Clara Balon  
newsletter@rcsa.co.uk

The welfare team, excluding the  
Welfare Officer, are non-executive  
officers.

## **Executive Officers**

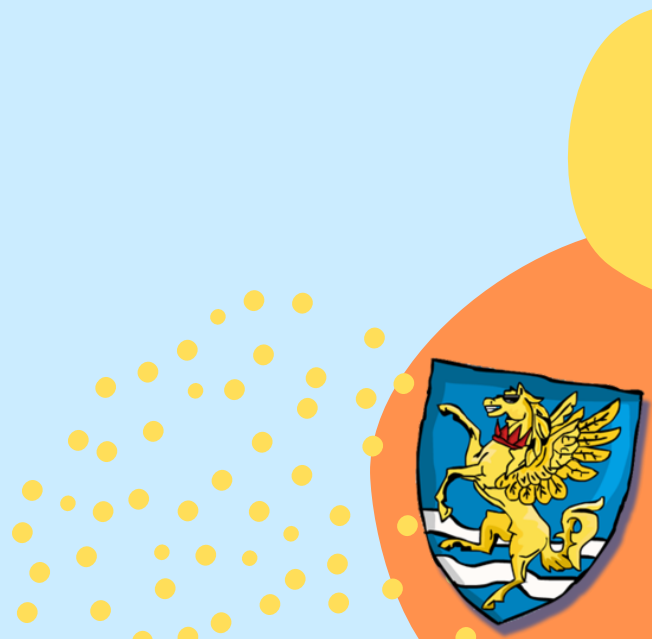
Secretary - Caitlin Arnold  
secretary@rcsa.co.uk

Academic Affairs Officer - Emily Hall  
academic@rcsa.co.uk

Catering and Amenities Officer - Flo  
Balmer  
catering@rcsa.co.uk

Sports and Societies Officer -  
Sebastien Williams  
sports@rcsa.co.uk

The Welfare Officer is also an  
executive officer.





# Open Meetings

**For a more comprehensive guide, please see the “Open Meetings: How To” document which can be found at <http://www.rcsa.co.uk/documents>**

Open meetings are held 3 times in each term, apart from Easter term when there are 2. They are normally held in the JCR on Sundays at 5pm and take less than an hour (and there are usually snacks!). The agenda of the open meeting will be sent around by email the day before the meeting and the minutes will be circulated the day after. Open meetings are relatively informal and, to ensure the agenda is completed and that everyone who wants to speak has a chance to, the RCSA Chair will guide the meeting.

Open meetings give members of college a chance to dictate what the RCSA committee work on. They can do this through submitting a motion. Motions can mandate the RCSA to work on an issue through creating policy, set up a society or allocate money to certain causes. Students should feel more than welcome to submit a motion or questions to an open meeting about any subject.





# Elections

Every year the RCSA elects a new committee in the middle of Michaelmas Term. This is done in two stages with the President and Chair being elected a week before the rest of the committee.

## **Running in an election:**

The RCSA Committee is large and each member has a specific role, which should allow students to easily manage their commitments within the RCSA without it having any significant effect on their ability to pursue other extra-curricular activities, watch significant amounts of Netflix and keep on top of their work. However, when running for a role, candidates should ensure that they read the description of their desired role in the constitution as well as contacting the person who held the role the previous year to discuss what is involved and to ensure they can manage the commitment. If a member of the RCSA does feel overwhelmed at any point with workload, or anything at all, they are encouraged to speak to the Chair/the committee as jobs can always be delegated to those who may be experiencing a more quiet period.

In order to run in an election you simply need to submit a valid nomination (manifesto) to the Junior Returning Agent, usually the RCSA Chair. This nomination should have a recognisable photograph of you, state that you “agree to be bound by the constitution and policy of the RCSA” and bear your signature as well as the signatures of two further members as a proposer and a seconder. Manifestos normally outline why you want to run for a role, why you think you would be good for a role and what you plan to do if you were elected. Example manifestos should be circulated by the Chair in advance.

After the manifestos have been circulated, the Chair will arrange for hustings to take place, usually after an open meeting. During hustings, each candidate speaks for 3 minutes about their manifesto/why they should be chosen for a role. Other college members are then allowed to ask questions.

## Roles for Freshers

By election time, freshers will hopefully feel settled enough to run for a role. Freshers are free to run for any role on the RCSA, however there are some that are recommended over others. The only roles potentially not suitable for freshers' are those in the Senior Team (apart from Treasurer) and the Welfare Officer. However, if you would like to run for these roles feel free to speak to the previous holder of the position and/or the RCSA Chair.

## Campaigning

The rules for campaigning are at the discretion of the Junior Returning Agent, however it is usually the case that no campaigning is allowed. This means that no other posters are allowed to be displayed around college apart from a single copy of the candidate's manifesto which will be displayed by the Junior Returning Agent in the JCR. Messages on social media or emails campaigning for yourself or on behalf of another candidate is also not allowed. Hustings may be seen as a campaigning opportunity and the Chair should organise a more informal Q&A session with candidates during the election week. If you have any problems/queries with this please contact the RCSA Chair.

vote  
**Caitlin Arnold**  
for RCSA Secretary!

And here is a picture of me in my iconic blue puffs :)

**WHY ME?**

- As a geographer, I have lots of experience making things colourful!
- I not only check my pidge, but also my emails!
- Even more than that, I actually read said emails!
- I'm well-organised, so minutes and agendas will be sent out promptly

Hi, I'm Caitlin and I'm a first year Geographer!

**AS SECRETARY I WOULD...**

- Continue Emma's wonderful work!
- Make sure that RCSA emails and documents are dyslexia friendly and accessible
- Ensure that it is easy and transparent to submit open meeting motions

I agree to be bound by the policy and constitution of the RCSA

Proposer: **Anna Whitehead**  
3A Vice-President and former RCSA Secretary

Second: **Emma MacLeod**  
Outgoing RCSA Secretary

Mel  
Caitlin Arnold

RCSA Elections 2018-2019 | Manifesto  
**Christopher Cheng**  
for **MEN'S OFFICER**

*still defining men & homophobia!!!*

A little bit about me...

I'm a second-year medic with perhaps not the most time, but a strong, genuine love for all things Robinson and the wonderful community within.

**What the Men's Welfare Officer is about...**

**#itsokaynottoeekay #itsokaytotalk**

Talking about how you feel is the most okay thing ever, yet more than 40% of men who have had thoughts or have contemplated suicide feel like they cannot talk about their feelings, fearing being stigmatised or judged. I want to break this stigma. Here at Robinson we really look out for one another. Reach out - your mates are there to support you. And if you don't want to talk to anyone, I get it. You can talk to me, I will listen to you.

**Sexual Health & Consent** It is my belief that the welfare team's responsibility on issues related to sex should be shared between the Men's and Women's officers!

**Drinks & Events** I will organise events! Men's drinks, yes, but also open mic nights, quizzes, music relaxation sessions, free food and the like as part of the welfare team. I will also draw up a 'Tummy Bulletin'.

**Why would I be good for the job?**

**Awareness on issues surrounding Mental Wellbeing**

I am acutely aware of the difficulties faced by people from a variety of identities and cultures, the limits to what we can do as non-professionals, and some medical knowledge surrounding mental ill health.

I am a certified St John's Ambulance & MHFA UK Mental Health First Aider and College rep for Conscience & Student Minds

**Very active within College life!** Good relationships with staff and students alike. I know how things work in the College, the RCSA and the general dynamics of daily life at Robinson

**Experience within Welfare Team**

I had a major role in designing the online Welfare form. I also hosted drop-in sessions. With a vastly increased budget, it would be good to take the good things we have further.

**Build good relationships with welfare teams across different colleges**

**Experience organising fun events**

Aside from lots of prep, I had fun organising International Freshers' Week, concerts, karaoke, quizzes, pub crawls, Eurovision and a Bake Off screening in college. I help out ems, because boys make everything so after a long week. Should push for the pidgey roll again, and seek to make Freshers' Week better.

I agree to be bound by the constitution and policy of the RCSA.

Signed: **Christopher Cheng**  
Candidate for Men's Officer

Proposer: **Natalie Johnson**  
Welfare Officer 2017-18

Second: **Magnus MacLeod**  
Man

**Siân for LGBT+ Officer!**

**Who and Experience**

I'm Siân Graham, a third year biomedical engineering student to be LGBT+ Officer this year to make Robinson's queer community more visible & happy!

I've had experience working with the RCSA before, having taken the role of BME officer since the beginning of term.

I also have experience running events, having been on the ents committee for a year. Plus I've elevated boys so know how to rock the h-viz!

**As LGBT+ Officer I will:**

- Host regular Gutterbomb press so all questions we have interest only want to go to Siân and I have a good go to go with
- Be the go-to person for gender neutral toilets
- Host an LGBT+ formal
- Make Rainbow Robinson the hottest event
- Run LGBT+ Karaoke
- Host more events for non visible queers (I get that not everyone wants to cover themselves in glitter and rainbow)
- Organise for us all to go to London Pride together
- Provide regular queer memes
- Host advertisement of CSU LGBT+ events and schemes
- BODENGRADABLE GUTTERBOMB



# Other ways to get involved

The easiest way to get involved with the RCSA is to attend open meetings or run for a role in elections. However, there are many other sub-committees to get involved with.

## **Ents Committee**

The ents committee is organised by the two RCSA ents officers and is always looking for people to help out. Being on the ents committee can involve helping organise events e.g. bops or serving drinks behind the bar. The ents committee are also always looking for people to help DJ at bops.

Contact the ents officers for more information.

## **Access Committee**

The access committee is run by the RCSA Access Officer and works closely with Robinson's School Liaison Officer (who can be contacted using [slo@robinson.cam.ac.uk](mailto:slo@robinson.cam.ac.uk)). Being a member of the access committee involves a brief training session and then you are able to sign up to help with various access events throughout the year. Events can range from tours of the college to Q&As and you will be paid with a meal voucher for the Garden Restaurant.

There are also many other opportunities to get involved with access work at a university level, speak to the Access Officer for more information.






## The Brick

The Brick is Robinson's student run magazine and the brick editor is always looking for submissions or help with putting the magazine together. In the past, people have written all sorts of articles and there is no limit to what you can submit. Sometimes, there will be competitions for submission which are advertised on Facebook. See <http://www.rcsa.co.uk/brick> for past editions and contact the Brick Editor if you have any questions.

## Societies

There are a huge range of student run societies in Robinson. These range from sports to video games to cheese and wine societies. All societies are listed here (<https://www.robinson.cam.ac.uk/student-societies>) and are always looking for new members. Speak to the head of the society you are interested in or the RCSA Sports and Societies Officer for more information.





# Useful Links and Resources

There is so much information to read, especially when you're starting at Cambridge, but hopefully these links will direct you to the right place so you aren't spending ages looking for something. If you need any help, speak to any member of the RCSA, we're very friendly!

## **Helpful Documents/RCSA Website**

**<http://www.rcsa.co.uk/>**

The RCSA has produced lots of handy documents about student life (including trunk room rules), open meetings and the results of the RCSA Big Robinson Survey 2018. These can be found on the documents page of the RCSA website - **<http://www.rcsa.co.uk/documents>**.

The RCSA website also has all of the documents relating to the RCSA (e.g. constitution, records of minutes and editions of The Brick). You will also find the bios of all RCSA Officers on the website.

If you have any further questions, please contact the RCSA Chair.

## **Room Booking**

The RCSA has produced a handy guide on room booking which can be found here **<https://www.robinson.cam.ac.uk/college-life/catering/meeting-rooms-and-catering-bookings?fbclid=IwAR2iqZTzxGgOfUxje7nyBDQK5NaUd3ltLIKzmWbVLy0li80AmUVICH0YTLc>**. Please consult this guide before booking a room.

We are currently working towards an automated room booking system.

## Accessibility Information

This is the accessibility information given by the college  
**[https://www.robinson.cam.ac.uk/college-life/accessibility?fbclid=IwAR0inZ9eD8tUovo9D\\_AS6dRfRDG6FNWeR-Atyt8hZJmMDzXLmvUlc57m5iA](https://www.robinson.cam.ac.uk/college-life/accessibility?fbclid=IwAR0inZ9eD8tUovo9D_AS6dRfRDG6FNWeR-Atyt8hZJmMDzXLmvUlc57m5iA)**

However, a more specific guide produced by students breaks down the accessibility information by room and so may be more helpful. The website also covers much of the University. It can be found here **<https://access-cambridge.fandom.com/wiki/Category:Robinson>**

Remember to include accessibility information on event publications if you are hosting.

We are currently trying to make all RCSA correspondence dyslexia friendly and so if you have any suggestions on this please contact the RCSA Chair.

## Welfare

The RCSA are a great resource for welfare support and there is an anonymous google form on the RCSA website which you can fill out to be put in contact with one of our welfare officers. (see **<http://www.rcsa.co.uk/talktous>**)

The welfare team have put together a great summary of the welfare support that is available in college and the University as a whole - **<http://www.rcsa.co.uk/general>**

If you have any questions do not hesitate to contact any member of the welfare team.

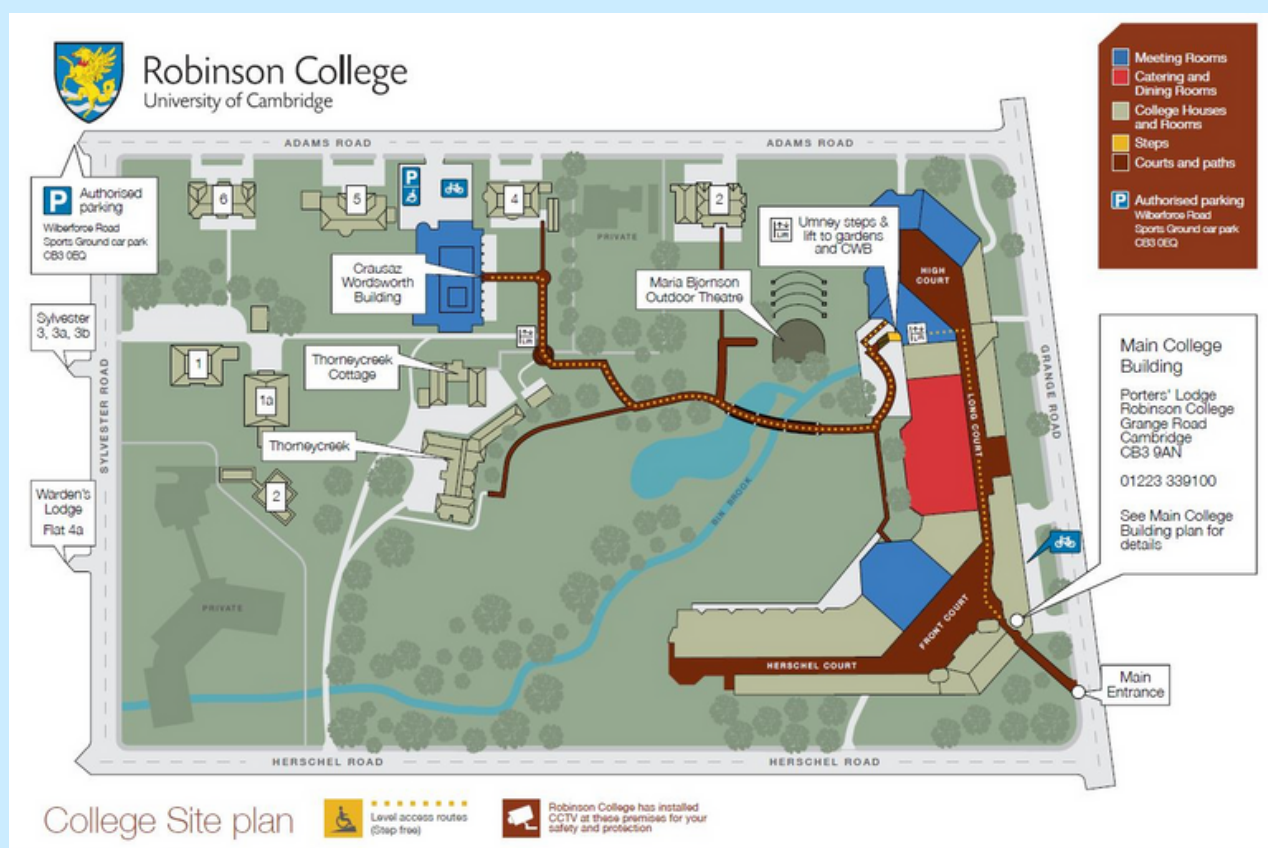




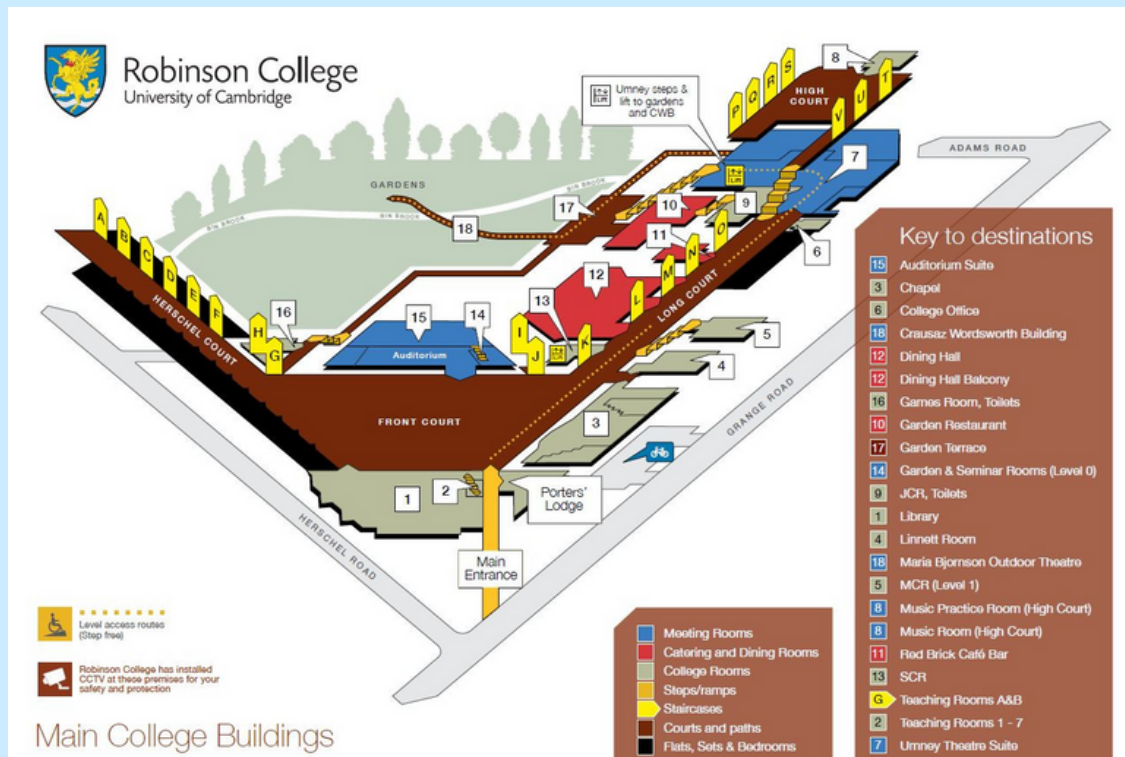
## Opting out of the RCSA

You are automatically a member of the RCSA when you matriculate. However, if you would like to opt out you must inform the Senior Tutor (currently Dr David Woodman who can be contacted via his assistant, Mrs Keisha Sharp, using [ks610@cam.ac.uk](mailto:ks610@cam.ac.uk)) and the RCSA Secretary ([secretary@rcsa.co.uk](mailto:secretary@rcsa.co.uk)) before the end of Michaelmas Term in each academic year in which you wish to opt out.

Once you have opted out you will receive confirmation from the secretary and it is assumed that you wish to have opted out for the rest of that academic year. If you opt out, you will not be able to sponsor motions or vote at Open Meetings, sponsor a candidate for election, be a candidate for election or vote in elections/referenda. If you have opted out you will still be able to use RCSA facilities.



# College Map



## Additional locations of interest

Location 7 - you can also find the TV room and party room near here

The Games Room can be found at the bottom of G staircase (turn left as you go in)

J8 is in J staircase on Front Court

The Hi-Fi and Dark Rooms can be found above the Music Rooms on High Court (location 8)

The Laundry Room can be found below the Porters' Lodge (downstairs at location 2)

Ask the porters for access to the trunk room

Produced by the RCSA, July 2019

