The Alcuin CSA Constitution was revised on 21/10/2026. This is a permanent copy to be displayed on the Alcuin CSA website and made available to all members of the Alcuin CSA.

Alcuin College Student Association
Terms of Reference and Constitution

1. General

1.1 This document sets out the Terms of Reference for the College Student Association (hereafter called 'the CSA') of Alcuin College, a College of the University of York. It consists of the Constitution and the Appendices. It shall be the governing document and guide to all the activities of the CSA. It shall be subject to ratification by the College Council of Alcuin College and maintained by the College Student Association Committee (hereafter called 'the CSAC')

1.2 The Constitution may be amended by an Open Meeting in accordance with Section 5, or by a Referendum in accordance with Section 6, if a simple majority of the votes cast are in favour of a suitably proposed resolution. Any changes to the Constitution shall be subject to ratification by the College Council before coming into effect.

1.3 The Appendices may be amended by a majority vote of a meeting of the CSAC (see Section 4).

1.4 This document shall be reviewed every year by the CSAC. Any proposed changes shall be made subject to the provisions of Sections 1.2 and 1.3 before coming into effect.

1.5 When proposing changes to Wellbeing position roles, or the Wellbeing Sub-Committee, the CSAC must consult the existing Wellbeing Sub-Committee and any Wellbeing or Liberation group or network that the existing Wellbeing Sub-Committee see fit.

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

1.7 The CSA may be dissolved by an Open Meeting in accordance with Section 5 or by a Referendum in accordance with Section 6. The CSA may only be dissolved if at least 6% of Ordinary Members cast a vote and a two-thirds majority of the votes cast are in favour of the resolution. The dissolution of the CSA shall be subject to ratification by the College Council before coming into effect. The dissolution shall only be ratified once the CSA has made provision for setting up a new student organisation and handing over its affairs.

2. Membership of the CSA

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

2.1.1 All student members of Alcuin College currently registered on a programme of study at the University.

2.2 The following are Associate Members of the CSA, entitled to use CSA facilities and to participate in its social, recreational and cultural activities, but not permitted to take part in the governance and policy making of the CSA, including participating in any processes regarding elections:

2.2.1 Any student member of Alcuin College granted suspension of studies from the University;

2.2.2 All Honorary Members of the CSA appointed by a CSA majority vote (see Appendix [D]);

2.2.3 All other members of Alcuin College, including College Fellows and members of the Senior Common Room.

2.3 All Members shall have the right to opt-out of CSA membership by making a request in writing to the President and/or Secretary of the CSA (see Section 4).

2.4 Former members of the CSA who have opted-out of membership, but who qualify for membership, may re-join by making a request in writing to the President and/or Secretary of the CSA (see Section 4). They shall become an ordinary member of the CSA from the start of the next academic term.

3. Purpose of the CSA

3.1 The purpose of the CSA shall be to:

3.1.1 Represent, promote, and defend the interests and wellbeing of all its members;

3.1.2 Develop and promote the College's sense of community and unique identity;

3.1.3 Promote a culture of respect and inclusion within the College, and towards the local community, and combat all forms of discrimination;

3.1.4 Provide social, cultural, sporting and recreational activities, as well as forums for discussion and debate, for the personal development of its members;

3.1.5 Promote and support opportunities for student members to develop their skills and experiences through voluntary, charitable and enterprise activities;

3.1.6 Represent their members at the College Council and to University management, the Students' Union, the University, and any external bodies;

3.1.7 Work with the College Council to develop and implement the College strategy.

4. The College Student Association Committee (The CSAC)

4.1 The CSAC is a group of Ordinary Members elected by the CSA which shall be responsible for the organisation of activities, events and campaigns on behalf of the CSA, and for maintaining the CSA accounts. It may spend CSA funds in order to achieve the objectives of the CSA.

4.2 The elections to the CSAC shall be in accordance with Section 8 of this Constitution.

4.3 CSAC Officers shall hold office for a period of one year, from January 1st until December 31st. Any Officers elected mid-year (as set out in Sections 8.13-8.17) shall hold office until December 31st of that year.

4.4 The Executive of the CSAC will meet regularly, suggested weekly. Full CSAC meetings will likewise be held regularly, suggested bi-weekly. The President shall have the opportunity to call a more regular full CSAC meeting when required.

4.5 The Executive Officers of the CSAC shall be:

- **4.5.1** The President;
- **4.5.2** The Head of Community and Wellbeing
- **4.5.3** The Head of Events
- **4.5.4** The Head of Sports;
- **4.5.5** The Treasurer;
- **4.5.6** The Secretary;
- **4.5.7** The Postgraduate Representative.

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

4.7 The Executive Officers of the CSAC shall sit on the College Council with full voting rights as representatives of the CSA.

4.8 A full list of CSAC Executive and Officer positions, and their respective responsibilities, may be found in Appendix [A].

4.9 No CSA Member shall permanently hold more than one position on the CSAC unless it is voted for in an open meeting. No person shall hold more than three positions in total on the CSAC.

4.10 No person shall hold more than one Executive Officer position (those listed under Section 4.5 above). A person may however hold one Executive role alongside up to two other Officer roles (viz: three positions in total, in-line with 4.9 above).

4.11 Should any CSAC Officer cease to be an Ordinary Member of the CSA, that Officer shall be immediately removed from their position.

4.12 A motion may only be passed in a meeting of the CSAC if at least 50% of its membership, including at least two Executive Officers, cast a vote and a majority of the votes cast are in favour of the motion.

4.13 The President may not vote on a motion introduced by them or by another member of the Executive.

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

4.15 Any Ordinary Member of the CSA may attend a meeting of the CSAC with speaking rights, but only CSAC Officers shall have voting rights.

4.16 The CSAC shall act upon all policies passed by an Open Meeting in accordance with Section 5 or by a Referendum in accordance with Section 6.

4.17 The Treasurer shall present the annual financial report of the CSA to an Open Meeting (see Section 5) and to the College Council.

4.18 Any allocation of CSA resources shall be done in a fair and transparent manner.

5. Open Meetings

5.1 The purpose of an Open Meeting shall be to discuss issues of relevance to the CSA, pass CSAC policies, and amend this Constitution.

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

5.3 An Open Meeting shall be called at least twice per academic year.

5.3.1 Suggested dates: Week 3 of both Semester 1 and Semester 2.

5.4 The methods for calling an Open Meeting shall be:

5.4.1 A petition signed by 4% of the Ordinary Membership of the CSA and submitted to the Secretary of the CSAC;

5.4.2 A majority vote of the CSAC;

5.4.3 A member of the Executive team of the CSAC calling an Open Meeting.

5.5 The CSAC shall give written or electronic notice of a forthcoming Open Meeting at least 48 hours in advance.

5.6 The agenda shall be set by the Secretary of the CSAC, and shall include any items submitted by an Ordinary Member of the CSA, as well as an Open Section to discuss any other business.

5.7 The agenda shall be published by the CSAC at least 24 hours in advance of the Open Meeting.

5.8 The President of the CSAC shall chair the Open Meeting. In the absence of the President, the Secretary shall chair the meeting. The Chair of the meeting shall ensure that the meeting is in order, that all statements are relevant to the debate, and that no defamatory remarks are made. In the case of unruly behaviour, the Chair of the meeting may exercise the power to halt the meeting until the offending individual has been excluded from the meeting.

5.9 A motion may only be passed if at least 1% of Ordinary Members cast a vote and a majority of the votes cast are in favour of the resolution.

5.10 In the event of a tied vote, the President shall have the casting vote. The President cannot vote prior to this.

5.11 Any decision made by an Open Meeting may only be amended by another Open Meeting or by a Referendum (see Section 6).

6. Referenda

6.1 The purpose of a Referendum shall be to pass CSA policies and amend this Constitution.

6.2 The methods for calling a Referendum shall be:

6.2.1 A petition signed by 4% of the Ordinary Membership of the CSA and submitted to the Secretary of the CSAC;

6.2.2 A majority vote of the CSAC;

6.2.3 A member of the Executive team of the CSAC calling an Open Meeting.

6.3 The CSAC shall give written or electronic notice of a forthcoming Referendum at least five working days in advance.

6.4 Any motions for a Referendum shall be submitted to the Secretary of the CSAC and published by the CSAC at least 48 hours 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 vote in person at an Open Meeting, in which every Ordinary Member of the CSA shall be allowed one vote.

6.7 A motion may only be passed by a Referendum if at least 4% 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 or by an Open Meeting (see Section 5).

7. Accountability of CSAC Officers

7.1 All CSAC Officers shall be expected to fulfil their role to the best of their ability. They shall fulfil the responsibilities of their position found in Appendix [A], and any mandates associated with their office that are passed by the CSA.

7.2 As a member of the CSAC, each Officer shall share collective responsibility for the political operation of the CSA, and shall be expected to support other CSAC Officers in their duties as required.

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

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

7.4.1 A petition signed by five CSAC Officers or fifteen Ordinary Members of the CSA shall be submitted to the President of the CSAC. (If the President of the CSAC is the subject of the Vote of No Confidence, the petition shall be submitted to another Executive Officer of the CSAC who has not signed the petition). If all Executive Officers have signed the petition, the petition shall be submitted to the College Council who will facilitate the Vote of No Confidence on behalf of the CSA.);

7.4.2 The CSA shall be informed of the petition, and it shall be added to the agenda of the next CSAC meeting;

7.4.2.1 Should a Vote of No Confidence be submitted outside of University term time, a meeting may be called using a video conference platform. The timing of this is to be decided by the President (or the individual chairing the meeting with consultation of the officer in question to ensure the timing is appropriate for all involved).

7.4.3 The officer in question shall be immediately suspended until the meeting of the CSAC takes place, and must not fulfil any of the duties of their role;

7.4.3.1 The officer in question must be removed from all online platforms that contain CSAC-only information and data. They must not access any social media platforms throughout the suspension, and must be treated as an Ordinary Member of the CSA. If appropriate, they should (where possible) arrange a handover of their duties to either a suitably appointed deputy *or* the President.

7.4.4 At the CSAC meeting, a discussion and a vote shall take place on whether to remove the Officer in question from their role and from the committee. (If the President of the CSAC is the subject of the Vote of No Confidence, the meeting shall be chaired by another Executive Officer of the CSAC who has not signed the petition, or by the College Council as outlined in 7.4.1.);

7.4.5 The Vote of No Confidence shall be passed in the event of a simple majority. If passed, the Officer in question shall no longer hold a position on the CSAC. The vote must be held in accordance with Section 4.11;

7.4.5.1 The vote shall be by anonymous online ballot, in which only members of the CSAC may cast a vote. The Officer in question cannot partake in the vote. It is recommended that the individual chairing the meeting abstains so they are able to fairly lead the discussions.

7.4.5.2 Vote options shall consist of 'Yes', 'No', and 'Abstain'. Should 50% of the votes be 'Abstain', those who voted to abstain can be offered to vote again. If there is still no result, advice is to be sort from the College Council.

7.4.6 If any Officer (including the subject of the Vote of No Confidence) wishes to appeal against the result of this vote, the CSAC shall call an Open Meeting (see Section 5) where a further discussion and vote shall take place;

7.4.6.1 An appeal can be refused if the vote passed with an 85% (or greater) majority, or if the appeal is seen as weak. The College Council may be consulted to clarify the appeal dismissal.

7.4.7 In the event of a Vote of No Confidence being passed, the newly open position shall be advertised to all Ordinary Members immediately.

7.4.7.1 A current member of the CSAC shall cover the role until a replacement has been appointed.

7.5 In the event of a CSAC Officer failing to attend three CSAC meetings without recorded apologies in the minutes during a single term, that Officer may be suspended and made subject to the provisions of Section 7.4.4. This can be done without the petition process outlined in 7.4.1.

7.6 CSAC Officers may resign at any time by submitting their written resignation to the President, who shall present it on their behalf to the CSAC. If the President is resigning, their resignation shall be submitted to another Executive Officer of the CSAC to present on their behalf to the Committee.

7.7 If a Member of the CSAC is dissatisfied with their dealings with the CSAC or Officers of the CSAC, or claims to have been disadvantaged by having opted-out of membership,

they may make a formal written complaint to the College Manager, who shall investigate the matter and, if necessary, appoint an independent person to investigate and report.

8. Elections

8.1 Elections to the CSAC shall be overseen by an external Returning Officer approved by Alcuin's Returning Officers. The CSAC should first approach the College to nominate an external Returning Officer.

8.2 Alcuin's Returning Officers shall be the Head of Community and Wellbeing and the Secretary. They shall be responsible for assisting the external Returning Officer.

8.3 The Returning Officers shall have equal standing, and, in the event of a dispute, the majority shall decide on the action to take.

8.4 In the event that a Returning Officer stands for a position, they shall be ineligible to act as a Returning Officer and a replacement shall be appointed by the CSAC.

8.5 In the event that a Returning Officer wishes to resign as a Returning Officer, or their CSAC position is vacant, a replacement shall be appointed by the CSAC.

8.6 Annual elections shall be held during Semester 1.

8.7 All Ordinary Members of the CSA shall have the right to vote.

8.8 All Ordinary Members of the CSA shall have the right to stand for election to the CSAC.

8.9 No Ordinary Member of the CSA shall have the right to stand for election to more than one position on the CSAC.

8.10 Ordinary Members of the CSA may run alongside one other member of the CSA for a single position. In cases where there are multiple of the same role (e.g., Social Officers), each position may be filled by up to two members.

8.11 Election candidates shall comply with the rules as laid out by the Returning Officers.

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

8.13 If at any point during the year a position on the CSAC is vacant, the CSAC may elect Ordinary Members of the CSA to the position by holding a by-election, following the same procedure as for the main elections, or through co-option following the procedure outlined in Section 8.14. Executive positions must be filled through a by election as outlined in Section 8.17.

8.14 The procedure for co-option shall be as follows:

8.14.1 The CSAC shall advertise the vacant positions to the Members of the CSA and any Member interested in filling the vacant position shall be invited to a future CSAC meeting;

8.14.2 All candidates shall be given the opportunity to speak about their reasons for wishing to join the CSAC;

8.14.3 The CSAC shall vote on the candidates;

8.14.4 In the event of a tie, the President shall have the casting vote, having not been able to vote prior to this;

8.14.5 The winning candidate shall immediately join the CSAC;

8.14.6 The co-option shall be ratified at the next Open Meeting of the CSA.

8.15 Any positions that are defined in Appendix [A] as appointed rather than elected shall be filled by the CSAC by any method it chooses, in a fair and transparent manner.

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

8.17 The procedure for a by-election shall be as follows:

8.17.1 The CSAC shall advertise the vacant positions to the Members of the CSA and any Member interested in filling the vacant position must contact the CSAC by the advertised deadline;

8.17.2 All candidates must write and short manifesto which is to be submitted to the CSAC and then publicised to the CSA. They will also be invited to a meeting and shall be given the opportunity to speak about their reasons for wishing to join the CSAC;

8.17.3 The CSA shall vote via an online anonymous vote on the candidates;

8.17.4 The winning candidate shall immediately join the CSAC;

8.17.5 The by-election shall be ratified at the next Open Meeting of the CSA.

8.17.6 In the event that an Executive position remains unfilled even after a by-election, the CSAC may exercise the option to co-opt an Ordinary Member into the role at a later time in the year, as outlined in Section 8.14. The co-option must be ratified at an Open Meeting, which should be called in accordance with Section 5.

Appendix A: The Officers of the CSAC

9. Elected Positions

All positions on the CSAC are filled by annual elections (in line with Section 8 above). Each role may be held either by an individual, or as a pair sharing its responsibilities.

Note: During Elections (detailed in Sections 8.1–8.12), the Executive Committee positions (9.1 – 9.6), excluding the Postgraduate Representative (9.7), should be open only to Ordinary Members of the CSA (either Undergraduate or Postgraduate students) who are currently within, or are in any year prior to, their penultimate year of study. This is due to the prominence of the Executive Committee's responsibilities during Freshers Week, where they must be enrolled in active study at the University of York (viz: these positions are unsuitable for a student in their final year of study). However, in line with Section 8.13, and recognising the strategic importance of these roles, an Ordinary Member in their final year of study may be co-opted into these roles at any time during the year if they are vacant. The co-option shall be carried out in accordance with Sections 8.13–8.14.

9.1 The President:

- **a.** Is ultimately responsible for all CSAC affairs;
- **b.** Chairs CSAC Meetings and Open Meetings;
- **c.** Co-ordinates and oversees CSAC activities;
- **d.** Deputises for any other Officer unable to fulfil their responsibilities;
- **e.** Is a signatory for processing transactions through the Students' Union Finance Office;
- **f.** Represents the CSA on external committees, including the College Council;
- **g.** Decides which bodies shall utilise the CSA space and hire CSA equipment;
- **h.** Shall be required to check their email correspondences at least once every 24 hours, or provide notice when this will not be possible.

9.2 The Head of Community and Wellbeing

- **a.** Co-ordinates and oversees CSAC activities relating to Wellbeing, as decided by the President;
- **b.** Deputises for any other Officer unable to fulfil their responsibilities, as decided by the President;
- **c.** Chairs the CSAC Wellbeing & Community Sub-Committee and manages the Wellbeing Representatives, the LGBTQ+ Representative, the Disability Representative, the BAME Representative, the International Students' Representative, the Mature Students' Representative, and the Working Class Representative;
- **d.** Manages the Freshers' Week Second and Third Year Contacts (STYCs) scheme;
- **e.** Co-ordinates with the College Wellbeing Team to promote awareness of Wellbeing issues in the CSA;
- **f.** Acts as a Returning Officer for CSAC elections;
- **g.** Promotes a sense of wellbeing in the CSA;
- **h.** Represents the CSAC on external committees, including the College Council and the Students' Union Liberation Committee;
- **i.** Shall be required to check their email correspondences at least once every 24 hours, or provide notice when this will not be possible.

9.3 The Head of Events:

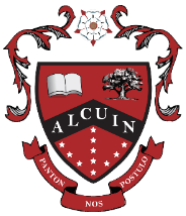
a. Co-ordinates and oversees CSAC activities relating to events, as decided by the President;
b. Deputises for any other Officer unable to fulfil their responsibilities, as decided by the President;
c. Chairs the CSAC Events and Activities Sub-Committee and manages the Event Representative(s);
d. Chairs the CSAC Raising And Giving (RAG) Sub-Committee(s), and manages the Volunteering and RAG Officer;
e. Is responsible for maintaining relations with the current CSA charity, and ensures the CSA fulfils their agreement with said charity;
f. Shares authority over all communication forms, including social media and the website;
g. Is responsible for the effective marketing of CSA and other relevant events to all ordinary members of the College;
h. Ensures clear communications between the CSAC, all members of the CSA, and any other relevant parties;
i. Promotes employability via organisation of events, social media and any other means;
j. Works with the Event Representatives and Marketing and Merchandise Representative(s) on the format and branding of social events;
k. Is ultimately responsible for all events organised by the CSAC;
l. Co-ordinates with other Colleges and CSAs, and the Students' Union, as required;
m. Represents the CSA on external committees, including the College Council;
n. Shall be required to check their email correspondences at least once every 24 hours, or provide notice when this will not be possible.

9.4 The Head of Sport:

a. Co-ordinates and oversees CSAC activities relating to sport, as decided by the President;
b. Deputises for any other Officer unable to fulfil their responsibilities, as decided by the President;
c. Chairs the CSAC Sport Sub-Committee and manages the Sports Representative(s);
d. Liaises with sports team captains and the Students' Union to make sports bookings;
e. Works with the Sports Representatives and College Team to keep the Sports account running.
f. Works with the Treasurer to keep the Sports account balanced and up to date;
g. Promotes equal opportunities pertaining to sport to members of the CSAC and Ordinary Members of the College;
h. Represents the CSAC on external committees, including the College Sport Membership meetings and the College Council;
i. Shall be required to check their email correspondences at least once every 24 hours, or provide notice when this will not be possible.

9.5 The Treasurer:

a. Co-ordinates and oversees CSAC activities relating to finance, as decided by the President;
b. Deputises for any other Officer unable to fulfil their responsibilities, as decided by the President;
c. Maintains a record of all CSA finances;



d. Is responsible for provision and maintenance of relations with sponsors, and ensures the CSAC fulfils its sponsorship agreements;
e. Is responsible for maintaining relations with the current CSA charity, and ensuring the CSA fulfils their agreement(s) with said charity;
f. Creates and publishes an annual account to an Open Meeting and College Council;
g. Sets an annual budget for CSAC with the aid of the President and Secretary;
h. Attends the CSAC Sport Sub-Committee;
i. Is a signatory for processing transactions through the Students' Union Finance Office;
j. Represents the CSA on external committees, including the College Council;
k. Chairs the CSAC Treasurer's Sub-Committee;
l. Shall be required to check their email correspondences at least once every 24 hours, or provide notice when this will not be possible.

9.6 The Secretary:

a. Produces, publishes and maintains the CSAC photo board and Officer list;
b. Is responsible for maintaining the CSAC notice boards;
c. Calls and sets the agenda for CSAC Meetings and Open Meetings;
d. Is responsible for the taking and communication of minutes to the CSA;
e. Is responsible for ensuring all motions passed in CSAC meetings are published;
f. Ensures that the Constitution is maintained and amended as dictated by Open Meetings and Referenda;
g. Ensures that a copy of the Constitution is available for the view of all CSA and Ordinary Members at all times;
h. Acts as Returning Officer in all CSA elections;
i. Manages the Marketing and Merchandise Representative(s) and consults with the President on the approval of designs and orders;
j. Is a signatory for the CSA accounts;
k. Represents the CSA on external committees, including the College Council;
l. Chairs the Secretarial Subcommittee;
m. Shall be required to check their email correspondences at least once every 24 hours, or provide notice when this will not be possible.

9.7 The Postgraduate Representative:

a. Is responsible for promoting the interests, inclusivity, and integration of postgraduate students (PGs) across the College;
b. Works closely with other CSAC Officers to ensure that all student communities within the PG population are represented and included as far as possible;
c. Co-ordinates and oversees CSAC activities relating specifically or exclusively to PGs;
d. Assists (whenever possible or appropriate) with other CSAC activities which are relevant to PGs (including events which are open to all CSA Members), as directed by the President and/or the Head of Events;
e. Ensures that information and resources on College life, activities and welfare are freely available and accessible to all PGs in the CSA;
f. Represents the CSA on external committees, including the College Council, and acts as Deputy Chair for the Events & Activities and the Wellbeing Sub-Committees;
g. Co-ordinates with other Colleges and CSAs, and the Students' Union, as required;
h. Shall be required to check their email correspondences at least once every 24 hours, or provide notice when this will not be possible.
i. Only Postgraduate Students are eligible to hold this position.

9.8 Wellbeing Representatives [2 positions]:

a. Ensures that wellbeing information is available to the CSA;
b. Runs suitable wellbeing activities aimed at all members of the CSA;
c. Attends the CSAC Wellbeing Sub-Committee and College Wellbeing Team Meetings;
d. Shall be required to check their email correspondences at least once every 48 hours, or provide notice when this will not be possible;

9.9 The LGBTQ+ Representative [1 position]:

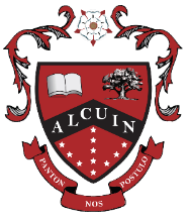
a. Assists in the opti-ordination of wellbeing provision and campaigns with the College, University and Students' Union;
b. Is responsible for the specific provision of wellbeing for Lesbian, Gay, Bisexual and Trans students;
c. Works to ensure that the College provides a welcoming environment to all students, regardless of sexuality, gender identity or gender expression;
d. Encouraging the combating of discrimination relating to sexuality, gender identity and gender expression at all levels;
e. Must identify as non-heterosexual and/or non-cisgendered and/or non-heteroromantic;
f. Represents the CSA on:
    i. CSAC Wellbeing Sub-Committee and College Wellbeing Team Meetings;
    ii. Students' Union LGBTQ Committee;
    iii. Any other committee as required by the University, Students' Union or College;
g. Shall be required to check their email correspondences at least once every 48 hours, or provide notice when this will not be possible.

9.10 The Disability Representative [1 position]:

a. Ensures that wellbeing information is available to all CSA members;
b. Assists in the co-ordination of wellbeing provision and campaigns with the College, University and Students' Union;
c. Is responsible for the specific provision of wellbeing for students with a disability;
d. Consults with the appropriate Officers on accessibility for CSAC events;
e. Represents the CSA on:
    i. CSAC Wellbeing Sub-Committee and College Wellbeing Team Meetings;
    ii. Students' Union DSN Committee;
    iii. Any other committee as required by the University, Students' Union or College;
f. Shall be required to check their email correspondences at least once every 48 hours, or provide notice when this will not be possible.

9.11 The BAME Representative [1 position]:

a. Ensures that wellbeing information is available to all CSA members;
b. Assists in the co-ordination of wellbeing provision and campaigns with the College, University and Students' Union;
c. Is responsible for the specific provision of wellbeing for students who are BAME;
d. Consults with the appropriate Officers on accessibility for CSAC events;
e. Represents the CSA on:
    i. CSAC Wellbeing Sub-Committee and College Wellbeing Team Meetings;
    ii. Students' Union BAME Committee;
    iii. Any other committee as required by the University, Students' Union or College;



f. Shall be required to check their email correspondences at least once every 48 hours, or provide notice when this will not be possible.

9.12 The International Students' Representative [1 position]:

a. Is responsible for the specific provision of wellbeing for International Students;
b. Promotes the interests of International Students in Alcuin College;
c. Represents the CSA on:
   i. CSAC Wellbeing Sub-Committee and College Wellbeing Team Meetings;
   ii. Any other committee as required by the University, Students' Union or College;
d. Shall be required to check their email correspondences at least once every 48 hours, or provide notice when this will not be possible.

9.13 The Mature Students' Representative [1 position]:

a. Ensures that wellbeing information is available to the CSA;
b. Promotes the interests of Mature Students in Alcuin College;
c. Runs suitable Mature Student activities for the CSA;
d. Represents the CSA on:
   i. CSAC Wellbeing Sub-Committee and College Wellbeing Team Meetings;
   ii. Any other committee as required by the University, Students' Union or College;
e. Shall be required to check their email correspondences at least once every 48 hours, or provide notice when this will not be possible.

9.14 The Working Class Representative [1 position]:

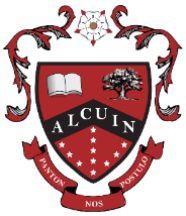
a. Is responsible for the wellbeing of students who identify as coming from working class backgrounds;
b. Runs suitable Working Class Student activities for the CSA;
c. Represents the CSA on:
   i. CSAC Wellbeing Sub-Committee and College Wellbeing Team Meetings;
   ii. Any other committee as required by the University, Students' Union or College;
d. Shall be required to check their email correspondences at least once every 48 hours, or provide notice when this will not be possible.

9.15 The Sport Representative(s) [up to 2 positions: one male or non-binary, and one female or non-binary]:

a. Promotes Alcuin Sport to the CSA;
b. Publishes the results of all Alcuin Sport matches, and runs the Alcuin sport social media pages;
c. Co-ordinates with Alcuin Sport captains;
d. Keep the sports spreadsheet up to date with all the captains' information;
e. Organises Alcuin Sport socials;
f. Co-ordinates CSA teams for one day tournaments, and may act as team captain(s) for such tournaments;
g. Secures external funding for Alcuin Sport;
h. Deputises as team captain(s) as necessary;
i. Shall be required to check their email correspondences at least once every 48 hours, or provide notice when this will not be possible.

9.16 The Environment and Ethics Officer [1 position]:

a. Is responsible for events or activities that promote sustainability within the College;



b. Raises awareness on other relevant issues (environmental, ethical, or otherwise) within the College;
c. Is responsible for ensuring the provision and organisation of recycling within the College;
d. Represents the CSA on:
    i. Students' Union Environment & Ethics Committee;
    ii. Any other Committee(s) required by the University, Students' Union or College;
e. Shall be required to check their email correspondences at least once every 48 hours, or provide notice when this will not be possible.

9.17 The Volunteering and Raising and Giving (RAG) Officer [1 position]:

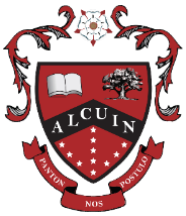
a. Promotes opportunities for volunteering and Raising and Giving (RAG) offered by the University, College, and Students' Union;
b. Organises opportunities and events to promote and get involved in volunteering and RAG, including those for Volunteering Week, RAG Week and Challenge 100;
c. Is ultimately responsible for the provision of volunteering and RAG opportunities within and outside of the College for all members of the College;
d. Manages any CSA Volunteering and/or RAG teams or working groups;
e. Represents the CSA on the Students' Union RAG Committee, and at any additional Committee(s) as required by the University, Students' Union or College;
f. Shall be required to check their email correspondences at least once every 48 hours, or provide notice when this will not be possible.

9.18 The Event Representative(s) [3 positions]:

a. Are responsible for running social trips, activities and events in the name of the CSA;
b. Work to maintain and enhance College spirit;
c. Ensure all College activities are open to the whole CSA;
d. Are responsible for organising CSAC socials;
e. Are responsible for obtaining the necessary bar extensions and drinks promotions;
f. Represents the CSA on any additional Committee(s) as required by the University, Students' Union or College;
g. Shall be required to check their email correspondences at least once every 48 hours, or provide notice when this will not be possible;
h. A maximum of three people may hold this position, but there should be more than one Officer in this post at any one time.

9.19 The Merchandise and Marketing Representatives [2 positions]:

a. Works in conjunction with the CSAC to ensure the publicity of all CSA meetings and events;
b. Works with the Head of Events on the format and branding of social events;
c. Is active on Instagram, Twitter, Snapchat and Facebook (and any other social media site the President and Events Representative(s) deem appropriate) to promote CSA events, after consultation with the Secretary, Events Representatives and/or President;
d. Is responsible for the effective marketing of CSA and other relevant events to all Ordinary Members of the College;
e. Organises the sale and purchase of Alcuin College merchandise;
f. Organises the design and purchase of College and Freshers' merchandise;
g. All designs will be approved by the Secretary and President;



h. Represents the CSA on the Events & Activities Sub-Committee, and any additional Committee(s) as required by the University, Students' Union or College;
i. Shall be required to check their email correspondences at least once every 48 hours, or provide notice when this will not be possible;
j. A maximum of two people may hold this position.

9.20 The Technical Officer(s) [3 positions]:

a. Manages and coordinates setup of College AV equipment for events;
b. Works with the Treasurer to co-ordinate College ePOS devices, such as card payment readers and associated Android devices;
c. May manage College IT infrastructure, including websites, domains, and online services such as the Alcuin College Asset Manager (ACAM);
d. Works with the Head of Events to coordinate and develop Alcuin's online presence (via the website, social media accounts, posts/reels, or other media outlets);
e. Where necessary and agreed, has co-ownership with the College, and any nominated Executive Committee Member(s), of Alcuin's Instagram account;
f. Offers technical and logistical support with event operations, such as completing EMFs and risk assessments, booking rooms, and/or guiding set up teams;
g. May provide support with two-way radio infrastructure for complex or spread-out events (such as Arrivals Day and Freshers Week activities);
h. Manages College games consoles and associated games;
i. Has a responsibility to provide a handover and training to future position holders due to the specific skill and knowledge requirements of the role;
j. A maximum of three people may hold this position.

9.21 The Ordinary Officer(s) [2 positions]:

a. Are responsible for assisting any of the CSA Officers in their activities when required;
b. Represents the CSA on any additional Committee(s) as required by the University, Students' Union or College;
c. Shall be required to check their email correspondences at least once every 48 hours, or provide notice when this will not be possible;
d. A maximum of two people may hold this position.

Alcuin College Student Association Terms of Reference and Constitution

Appendix B: The Sub-Committees of the CSAC

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

10. The Executive Sub-Committee

10.1 The Executive Sub-Committee shall consist of:

- **a.** The President;
- **b.** The Head of Community and Wellbeing;
- **c.** The Head of Events;
- **d.** The Head of Sport;
- **e.** The Treasurer;
- **f.** The Secretary;
- **g.** The Postgraduate Representative.

10.2 The purpose of the Executive Sub-Committee shall be to:

- **a.** Develop the strategy for the CSA;
- **b.** Be responsible for the day-to-day administration and managements of the financial affairs and activities of the CSA;
- **c.** Represent the CSA at College Council with full voting rights;
- **d.** Discuss accounts and sustainability of budgets;
- **e.** Lead the various subcommittees of the CSAC and report on their progress;
- **f.** Act as the main figureheads for the CSA;
- **g.** Co-ordinate with other Colleges, CSAs/JCRs and the Students' Union;
- **h.** Secure sponsorship and funding CSAC activities and events.

11. The Secretarial Sub-Committee

11.1 The Secretarial Sub-Committee shall consist of:

- **a.** The Secretary;
- **b.** The Merchandise and Marketing Representative(s);
- **c.** The Technical Officer(s);
- **d.** The Ordinary Officer(s).

11.2 The purpose of the Secretarial Sub-Committee shall be to:

- **a.** Co-ordinate effective marketing of CSAC merchandise to the CSA;
- **b.** Promote sales of merchandise;
- **c.** Co-ordinate with other Colleges and CSAs and the Students' Union as required.

12. The Events & Activities Sub-Committee

12.1 The Events & Activities Sub-Committee shall consist of:

- **a.** The Head of Events;
- **b.** The Postgraduate Representative;
- **c.** The Event Representatives(s);
- **d.** The Volunteering and RAG Officer.

12.2 The purpose of the Events & Activities Sub-Committee shall be to:

a. Organise a range of different events for the CSA;
b. Co-ordinate with other Colleges and CSAs and the Students' Union as required;
c. Co-ordinate effective marketing of CSAC events and merchandise to the CSA;
d. Promote sales of merchandise and event tickets;
e. Raise money for the College's charity through various means (fundraising / collection);
f. Promote sales of merchandise and event tickets;
g. Co-ordinate with other Colleges and CSAs and the Students' Union as required.

13. The Wellbeing Sub-Committee

13.1 The Wellbeing Sub-Committee shall consist of:

a. The Head of Community and Wellbeing;
b. The Postgraduate Representative;
c. The Wellbeing Representative(s);
d. The LGBTQ+ Representative;
e. The Disability Representative;
f. The BAME Representative;
g. The Mature Students' Representative;
h. The International Students' Representative;
i. The Environment and Ethics Officer;
j. The Working Class Representative.

13.2 The purpose of the Wellbeing Sub-Committee shall be to:

a. Organise wellbeing events, campaigns and services for the CSA;
b. Ensure that wellbeing information is available to the CSA;
c. Co-ordinate the Freshers' Week Second and Third Year Contacts (STYCs) scheme; d. promote a sense of wellbeing and community in the CSA;
d. Co-ordinate with the Students' Union and the College.

14. The Sports Sub-Committee

14.1 The Sports Sub-Committee shall consist of:

a. The Head of Sport;
b. The Sports Representative(s).

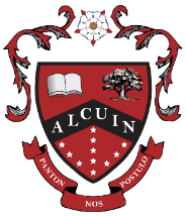
14.2 The purpose of the Sports Sub-Committee shall be to:

a. Promote sustainability within the College;
b. Promote health and wellbeing through activities;
c. Promote equal opportunities within sport;
d. Promote volunteering opportunities both within the College and local areas.

15. The Treasurer's Sub-Committee

15.1 The Treasurer's Sub-Committee shall consist of:

a. The Treasurer;



b. The Volunteering and RAG Officer;
c. The Merchandise & Marketing Representative(s).

15.2 The purpose of the Treasurer's Sub-Committee shall be to:

a. Promote volunteering opportunities both within the College and local areas;
b. Maintain good relations with the College's charity partner(s);
c. Design and sell merchandise for the CSA.

Appendix C: Finance

16. Finance

16.1 The CSAC shall be responsible for conducting the financial affairs of the CSA fairly and honestly and maintaining solvency.

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

16.3 Any surplus or deficit to the CSA Own Funds account at the end of the financial year shall be carried forward to the following year. The Students' Union agrees that there will be no transfer from the CSA Own Funds account to the Students' Union under any circumstances.

16.4 No contract with a financial consideration or which commits the CSA to a financial liability shall be entered into without the approval of the CSAC through the Treasurer and the College.

16.5 No contract or agreement which commits the CSA to a financial liability beyond the term of the incumbent CSAC shall be entered into.

Appendix D: Honorary Members of the CSA

17. Honorary Members of the CSA

An individual can be appointed to be an Honorary Member of the CSA by a majority CSAC vote. In accordance with Section 2, these appointed honorary members would be deemed Associate Members of the CSA.

The following have been appointed honorary members of the CSA:

1. *e.g., Bob Smith – Appointed in 2015.*

End of Constitution

Notes:

This Constitution was passed at an Open Meeting on 05/03/2024, and ratified by the College Council Meeting on 15/03/2024. It should be the governing document of the CSA going forward. The Constitution was last edited at 20/03/2024, incorporating the amendments passed at the aforementioned Open Meeting.