

The Appendices to the Constitution of the University of York Graduate Students' Association

- Appendix 1. The University's Code of Practice Relating to the GSA
- Appendix 2. The GSA Accounting Code of Practice
- Appendix 3. Ordinance Three of the University of York
- Appendix 4. GSA Policy on Association Staff

Appendix 1. The University's Code of Practice Relating to the GSA

Equal opportunities and freedom of speech

- (1.1) The Graduate Students' Association (hereafter referred to as the Association) shall conduct its affairs without discrimination between members on the basis of race, religion, politics, sex or sexual orientation and allow for free expression of opinions within the law.

Constitution

- (1.2) The Association shall be governed by its members under a constitution approved by the Association consistent with the terms of this code of conduct.
- (1.3) The Constitution of the Association shall be subject to the approval by the Council of the University and shall be reviewed by that Council at intervals of five years and at such other times as may be decided by the Council.
- (1.4) Subject to (1.3) above, the Constitution of the Association may be approved and amended by a three-quarters majority of Association Council, where at least three-quarters of eligible members are present. It may also be amended by referendum when not less than 10 per cent of the members vote, and not less than two-thirds of those voting are in favour of the amendment.
- (1.5) The Association shall issue a copy of its Constitution, as approved by the University Council, to all new postgraduate students at the start of their first academic year and shall update and re-issue that Constitution to postgraduate students as necessary to ensure that they are aware of any subsequent changes of substance.

Membership

- (1.6) All registered postgraduate students of the University shall be members of the Association but shall have the right to withdraw from membership by notifying the Registrar in writing within fourteen days of the start of the Autumn term of the academic year in question.
- (1.7) Non-members who are registered students of the University may resume membership only at the start of an academic year by notifying the Registrar in writing within fourteen days of the start of the Autumn of that year.
- (1.8) Any such changes in membership shall be communicated to the Association by the Registrar within seven days of receipt of notification by the student concerned.

Restrictions for non-members

- (1.9) Non-members of the Association who are registered students of the University shall not be permitted to participate in Association affairs as electoral candidates, voters, or officers, or as student representatives on university committees where such representatives are appointed by the Association. Non-members shall also be disqualified from any office with direct responsibility for expenditure of any funds allocated by the Association to groups, societies, RAs or GCRs in the Colleges.
- (1.10) Non-members shall continue to receive all other services offered by the Association with the exception of loans or any other payments on their behalf by the Association. Subject to the conditions set out above, nonmembership shall not be accepted as a reason for excluding any student from the activities of any society or group partly or wholly funded

The Appendices to the Constitution of the University of York Graduate Students' Association

by the Association or from holding such offices in societies or groups which does not involve the direct responsibility for expenditure of funds received from the Association.

Finance

- (1.11) The Association shall receive annual per capita income corresponding to the number of registered postgraduate students, according to a formula agreed between the University and the Association.
- (1.12) The Association shall be responsible for ensuring that all funds provided to it by the University are used in accordance with the terms of the Education Act 1994, this code of practice and any other statutory requirements for the time being in force or any other conditions prescribed by the University.
- (1.13) The members shall elect a Finance Officer who shall be responsible, in conjunction with the Association Manager, for ensuring that all such conditions are met. Detailed financial practice shall be set out in the Graduate Students' Association Accounting Code of Practice.

Affiliations

- (1.14) Before affiliation to any external organisation, the Association shall publish the name of the organisation, giving seven days notice of the proposed affiliation, and set out details of any subscription or similar fee paid or proposed to be paid, and of any donation made or proposed to be made by the organisation.
- (1.15) The Association shall publish annually a full list of affiliation with details of all associated fees and donations. This list shall be submitted to the University with the Association's accounts at the end of the financial year and must be made easily available to all postgraduate students. The Association shall also submit a current list of affiliations for approval by its members at intervals of not more than one year. It shall also allow any affiliation to be challenged by referendum in accordance with the Association's Constitution at intervals of not more than a year.

Elections

- (1.16) The Association shall appoint a Returning Officer, who shall be responsible for ensuring that elections and referenda are conducted fairly and properly, in accordance with procedures set out in the Association's Constitution.

Complaints

- (1.17) The Association shall have a complaints procedure which allows fair consideration of any complaint by a postgraduate student, member, or non-member, who is dissatisfied in dealings with the Association or, more specifically, claims to be unfairly disadvantaged by electing non-membership of the Association.
- (1.18) The procedure shall provide for an initial response within seven days of receipt of a complaint and for full consideration of the complaint to be completed and any remedy implemented with a minimum of delay. Details of the procedure shall be set out in full in the Association's Constitution.
- (1.19) A complainant who is not satisfied with the response of the Association to any complaint shall have the right to pursue the matter through the University's complaints procedure.

Review

The Appendices to the Constitution of the University of York Graduate Students' Association

- (1.20) This Code of Practice shall be reviewed by the University Council at intervals of not more than one year.

Appendix 2. The GSA Accounting Code of Practice

Accounts

- (2.1) The Association is required to:
- (a) keep accounts and accounting records in accordance with normal professional accounting principles;
 - (b) maintain a sound system of internal financial management and control;
 - (c) plan and conduct its financial affairs so as to ensure that its total income is at least sufficient; taking one year with another, to meet its total expenditure and that financial solvency is maintained;
 - (d) obtain the prior written consent of the University to any transaction in excess of [£25,000] involving land, buildings or equipment;
 - (e) obtain the prior written consent of the University to the borrowing of any money for a period in excess of [12] months;
 - (f) not give any guarantees or indemnities incurring contingent liabilities other than in the normal course of business;
 - (g) maintain adequate insurance cover.

Approval of budgets

- (2.2) The Association is required to:
- (a) prepare budgets for the following financial year at least (1) month before the commencement of the financial year;
 - (b) obtain the approval of its membership to such budgets and to submit them to the University at least (2) months before the commencement of the financial year.

Monitoring of expenditure

- (2.3) The Association is required to:
- (a) prepare audited annual accounts in accordance with generally accepted accounting principles within five months of the end of the financial year. The auditors shall be members of a body recognised under Section (6) of the Companies Act 1948, as amended by the Companies Act 1967;
 - (b) obtain the approval of its membership to such accounts, make them available to all students and submit them to the University within six months of the end of the financial year;
 - (c) provide periodic reports of income and expenditure against budget for consideration by its membership and the University at such times and for such periods as the University may from time to time determine, and make them available for all students;

The Appendices to the Constitution of the University of York Graduate Students' Association

- (d) include, within its annual accounts and financial reports, a list of the external organisations to which it has made donations in the periods to which such accounts or reports relate, and details of such donations;
- (e) make available the books and accounting records of the Association to the University for inspection on request.

Appendix 3. Ordinance Three of the University of York

The Graduate Students' Association

- (3.1) There shall be constituted in the University of York a Graduate Students' Association hereinafter referred to as the Association.
- (3.2) All registered postgraduate students of the University shall become members of the Association but shall have the right to withdraw from membership in accordance with the procedure approved by the University Council and set out in the Code of Practice provided for in 3.5 below.
- (3.3) The aims and objectives of the Association shall be to:
- (a) promote and defend the educational and general interests of its members, and be the recognised representative channel between them, the University of York and other external bodies;
 - (b) further the social interests of all its members;
 - (c) promote the integration and social cohesion of its members
 - (d) improve communication between graduates and undergraduates at the University by working in conjunction with the representative bodies of undergraduate students;
 - (e) establish contact with other graduate student bodies, and help facilitate the exchange of students and best practice between institutions;
 - (f) raise the profile of postgraduate study at the University of York;
 - (g) further such policies of the Association as are decided by its members according to the procedures laid out in this Constitution.
- (3.4) The Association shall be governed by its members under the Constitution as approved by the University Council in accordance with the Code of Practice provided for in (3.5) below.
- (3.5) There shall be a Code of Practice, to be approved by the University Council, governing the conduct and management of the Association in accordance with the requirements of Part 2 of the Education Act 1994.

Appendix 4. GSA Policy on Association Staff

- (4.1) Except for the Board of Trustees, no Association bodies shall discuss or debate staff matters nor shall they have the power to decide on any matters relating to Association staff.
- (4.2) The Board of Trustees shall ultimately be responsible for staff matters and shall ordinarily manage such matters through the General Manager or relevant line managers.
- (4.3) Association Staff shall observe and faithfully implement the policies of the governing bodies of the Association and shall be required at all times to give independent, impartial advice to Association Officers and Association bodies.
- (4.4) Complaints concerning staff conduct are to be dealt with under the terms in the Staff handbook.

The General Manager

- (4.5) The General Manager shall act as Head of Department for Association staff and in the first instance the President shall be the principal student officer with regard to staff matters.
- (4.6) Any new staff posts shall be first discussed by the General Manager and the President in private; a report shall then be made in private to the Board of Trustees whose approval shall be required to any such new post.
- (4.7) Decisions of Association bodies, which affect the responsibilities of the General Manager, shall be implemented by the General Manager, unless they conflict with his/her contractual responsibilities.
- (4.8) Where a conflict does arise, the General Manager shall firstly attempt to resolve it with the Board of Trustees, failing that the issue will be held in abeyance and be dealt with by the President.
- (4.9) The General Manager, if absent for more than three working days, shall have their duties discharged to other staff as agreed by the President.
- (4.10) In cases of emergency the next most senior officer would be asked to act, in an order of succession known to relevant Association officers and the Trustees.