

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

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Schedule 1. Association Council Membership

- (1.1) The membership of Association Council shall be:
- (a) all Officers of the GSA (*ex officio*);
 - (b) the Chair of each Affiliated Committee (*ex officio*);
 - (c) the Graduate representative to University Senate (*ex officio*);
 - (d) one course representative per academic department at the University;
 - (e) the President of YUSU (*ex officio*);
 - (f) the President of the ISA (*ex officio*);
 - (g) twelve elected Ordinary Members of the Association made up of exactly
 - (i) one representative for part-time students,
 - (ii) one representative for students with dependants,
 - (iii) one representative for LGBT students,
 - (iv) one representative for students with disabilities,
 - (v) one representative for racial equality,
 - (vi) one representative for gender equality,
 - (vii) one representative for PGCE students,
 - (viii) one representative for PGWT,
 - (ix) one representative for off-campus students,
 - (x) one representative for distance learning students,
 - (xi) two other Ordinary Members.
- (1.2) For the purposes of Schedule (1.1g) above, 'dependant' shall mean a spouse (including a *de facto* spouse), unmarried child under the age of 21 (including step-children, foster children and adopted children) and any other person who is dependant in whole or in part on an Ordinary Member.
- (1.3) All members of Association Council elected to their positions by the GSA shall be elected in accordance with the rules laid out in Schedule (5) of this Constitution.
- (1.4) No one person may fill more than one voting position on Association Council.

Schedule 2. Association Council Rules and Regulations

- (2.1) Speakers shall always address the Chair of Association Council. No-one may speak whilst the Chair or any other person is speaking.
- (2.2) In the absence of the Chair or his Deputy, the meeting will elect a temporary chair for that meeting from those present.
- (2.3) Subject only to a challenge, as provided in these Schedules, the Chair's ruling on any question shall be final.
- (2.4) The Chair shall ensure that the meeting is in order and that remarks are relevant to the debate.
- (2.5) If any person in attendance causes a disturbance, the Chair may record the offender's name in the minutes. If that person persists he shall be expelled (at the discretion of the Chair) from that meeting, and may not return until an apology satisfactory to the meeting has been given in writing.

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- (2.6) Any Ordinary Member of the Association may attend any meeting of Association Council, and may be afforded speaking but not voting rights by the Chair.

Timing and frequency of meetings

- (2.7) The Annual Meeting of Association Council shall take place in the Autumn term of each academic year.
- (2.8) Including the Annual Meeting of Association Council, there shall be at least two ordinary meetings per academic term and one during the Summer vacation period.
- (2.9) The notice given for any meeting of Association Council must be no less than ten working days.

The agenda

- (2.10) The agenda will close four working days before any Association Council meeting, and be published no later than three working days before the meeting.
- (2.11) There shall be two types of agenda items:
- (a) Category One, to be debated and decided by Association Council;
 - (b) Category Two, to pass without debate or vote, unless it is moved to Category One by the request of any one member of Association Council.
- (2.12) The order of Category One business for ordinary meetings of Association Council shall be:
- (a) ratification of the minutes of the last meeting;
 - (b) matters arising;
 - (c) reports from and questions to the Executive Committee [as per Schedule (12)];
 - (d) reports from other members of Association Council;
 - (e) motions appearing on the agenda.
- (2.13) An extraordinary meeting of Association Council shall only have one agenda item that will be the motion that the meeting was called to debate.

Motions

- (2.14) All policy motions will last for a maximum of three years, unless repealed by a Referendum or otherwise stipulated in the motion (which cannot be for longer than three years).
- (2.15) All motions must be submitted by the close of agenda [see Schedule (2.10)]. Emergency motions may only be admitted by a majority vote of the Council.
- (2.16) Motions can be submitted for the agenda by any member of Association Council, and should have a proposer and seconder who must be Ordinary Members of the Association.
- (2.17) All motions should be structured in the following way:
- (a) 'this Association notes';
 - (b) 'this Association believes';
 - (c) 'this Association resolves'.
- (2.18) A motion shall be ruled out of order if it seeks to:
- (a) alter or rescind policy of a higher body (i.e. a Referendum);
 - (b) commit the Association, the Board of Trustees, its subcommittees or any member to an illegal act, or seeks to commit Association resources to an illegal act;
 - (c) amend the Constitution or is in contravention of the terms of the Constitution, unless it is a properly submitted constitutional amendment;
 - (d) commit Association resources in such manner as to jeopardise the viability of the

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Association (this shall be determined by the Board of Trustees).

Amendments

- (2.19) Any member of Association Council may propose an amendment to any motion, which must be submitted to the Chair before a motion enters the final summation stage as per Schedules (2.22) and (2.25).
- (2.20) All proposed amendments to motions will be debated and decided upon before continuing with the original motion.

Speaking

- (2.21) Speaking shall normally be Free Debate, moderated by the Chair.
- (2.22) In the event of Regulated Debate being enforced [as per Schedule (2.23g)], speaking shall take the following prescribed orders.
- (a) For debate on a motion:
 - (i) a three-minute speech by the proposer;
 - (ii) a three-minute speech against the motion;
 - (iii) a two-minute speech by a seconder (optional);
 - (iv) a further two-minute speech against the motion (optional);
 - (v) as many one-minute speeches for and against the motion as the Chair considers reasonable;
 - (vi) a final three-minute summation speech by the proposer.
 - (b) For debate on any amendment to a motion:
 - i. a two-minute speech by the proposer of the amendment;
 - ii. a two-minute speech against the amendment (priority should be given to the proposer and seconds of the original motion);
 - iii. as many one-minute speeches for and against the motion as the Chair considers reasonable;
 - iv. a final one-minute summation speech by the proposer of the amendment.
- (2.23) The following are procedural motions that must be submitted to the Chair of the meeting:
- (a) a vote of no-confidence in the Chair for the duration of the meeting;
 - (b) a challenge to the Chair's ruling;
 - (c) to make an amendment to any motion currently being debated;
 - (d) that any motion or amendment be immediately put to the vote;
 - (e) that a non-member of Council be allowed to speak;
 - (f) that any item be delegated, deferred or postponed;
 - (g) to repeal Free Debate and enforce Regulated Debate as detailed in Schedule (2.22) above;
 - (h) to alter the agenda once the meeting has commenced;
 - (i) that the meeting be adjourned.
- (2.24) If a procedural motion under Schedule (2.23a) or (2.23b) is submitted, then the Chair shall hand the chair to his Deputy (or, in the Deputy's absence, to a member of Council voted for by the meeting). The proposer shall state his case, the person who has just vacated the chair shall reply and the matter shall then be put to the vote. If a motion under Schedule

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(2.22a) is carried then the Chair shall not resume the chair for the duration of the meeting.

(2.25) If a procedural motion under Schedule (2.23d) is put, the meeting shall vote immediately on that motion. If it is carried, then the proposer of the original motion under discussion shall sum up immediately and the vote be taken.

(2.26) In any procedural motion other than Schedule (2.23a), (2.23b) or (2.23c), the proposer shall state his case then there shall be no more than one speech against, followed by the vote. Neither speech should be longer than one minute.

Voting

(2.27) Each position on Association Council is afforded one vote.

(2.28) The Chair shall only cast a vote in the event of a tie.

(2.29) The quorum for Association Council (except when voting on amendments to the Articles of the Constitution) shall be half plus one of all filled, voting positions.

(2.30) Excluding all votes of censure and amendments to this Constitution, motions will pass if they achieve a simple majority of votes cast.

Schedule 3. Referenda

Calling a referendum

(3.1) A Referendum can be called by a majority vote of Association Council, or by a petition handed to the Chair of Council signed by at least two per cent of the Ordinary Members.

(3.2) A Referendum must be held within fifteen working days of being called, although not out of term time.

Publicising a referendum

(3.3) The President, as Returning Officer, shall decide appropriate campaign budget limits and regulations, which may be those stipulated in the standard election regulations. If the President is unable to fill the role of Returning Officer or has proposed the motion of the Referendum, then the Executive Committee shall appoint an alternative Returning Officer.

(3.4) The Returning Officer shall organise a debate to take place as near as possible to the polling period, and co-ordinate appropriate publicity.

(3.5) The referendum must be publicised by the Association at least five working term days in advance of the debate.

Voting

(3.6) Association Council shall be responsible for deciding the wording of the question on the Referendum ballot paper.

(3.7) All voting is to be conducted in accordance with the mechanisms specified in Schedule (5).

(3.8) A motion put to a Referendum is passed if it achieves a simple majority with at least five per cent of those eligible voting, unless it is a vote of no-confidence, censure or an amendment to this Constitution, which must pass with a two-thirds majority. Furthermore, a Referendum motion to amend this Constitution shall only pass if ten per cent or more of those eligible vote (in accordance with the Code of Practice).

(3.9) Motions that are passed come into effect once the result has been declared. Referenda resolutions last as long as comparable Association Council motions.

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Schedule 4. Meetings of the Executive Committee

- (4.1) Any Ordinary Member of the Association may attend any Executive meeting, and may be afforded speaking but never voting rights by the Chair.
- (4.2) All minutes of Executive meetings shall be made available to all members of the Association, and be presented to Association Council.
- (4.3) The President shall chair all Executive meetings, unless instructed otherwise by a vote of no-confidence passed by the Executive. The President may also step down from the chair at any time. In such cases, the new chair will be determined by a majority vote of the Executive. If the Chair is removed due to a vote of no-confidence, he may not resume the chair for the remainder of that meeting.

Timing and frequency of meetings

- (4.4) Executive meetings must take place not less than three times per academic term, as well as not less than twice during the Summer vacation.
- (4.5) The notice given for a meeting must be no less than five working days.
- (4.6) The quorum for all meetings shall be four members of the Executive, at least three of whom must be Principal Officers.
- (4.7) If positions are shared, only one Officer per position shall count towards the quorum.
- (4.8) A meeting of the Executive shall deal with business only when quorate.
- (4.9) Any member of the Executive Committee who misses two consecutive meetings without submitting their apologies shall be warned in writing as to his conduct by the Chair of the second meeting he misses. If he subsequently misses a further meeting without sending apologies, a motion of no-confidence against the Officer shall be submitted to the next meeting of Association Council by the Executive.

The agenda

- (4.10) Any Officer can submit an item for the agenda.
- (4.11) The agenda shall close three working days prior to the meeting, and will be published no later than two working days before the meeting.
- (4.12) There shall be two types of agenda items:
 - (a) Category One, to be debated and decided by the Executive;
 - (b) Category Two, to pass without debate or vote, unless it is moved to Category One by the request of any one member of the Executive.
- (4.13) Items should be presented in one of the following four ways, and should be accompanied by some background information on the issue:
 - (a) to report;
 - (b) to discuss;
 - (c) to action;
 - (d) to resolve.

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Voting

- (4.14) Each Office is afforded one vote.
- (4.15) The Chair shall not vote other than to cast the deciding vote in the event of a tie.
- (4.16) A proposal before the Executive shall be passed if it achieves a simple majority of the votes cast.
- (4.17) Minutes of Executive meetings shall be displayed in such places as detailed in the Association by-laws, and presented to Association Council.

Closed meetings

- (4.18) Where personal and confidential information about individuals has to be presented to the Executive, the Executive may, upon a majority vote, move into a closed meeting.
- (4.19) The Executive, when presented with the justification and upon a vote, may request certain Officers or those in attendance to leave the closed meeting provided that the meeting remains quorate, although Officers requested to leave are under no obligation to do so.
- (4.20) A closed meeting shall not be minuted, apart from a statement determined by those present and issued by the Chair.

Temporary policy

- (4.21) The Executive may establish temporary Association policy between meetings of Association Council. Such policy must then be submitted as a motion to the next ordinary meeting of Association Council for ratification or amendment.

Schedule 5. Electoral Regulations

- (5.1) These regulations apply to the conduct of elections of the Officers of the GSA, non-*ex officio* members of Association Council and Ordinary Trustees.
- (5.2) The Executive shall appoint a suitably qualified Returning Officer for each election. Where possible this Returning Officer shall be selected from among the Ordinary Members of the GSA. Where this is not possible, the Executive shall appoint a suitably qualified Independent Returning Officer who is not drawn from the Ordinary Membership of the GSA. The Returning Officer shall be responsible for ensuring that the election is conducted in accordance with this Constitution. He shall be responsible for the good conduct and administration of the elections and shall have sole interpretation of the election rules.
- (5.3) Where the Returning Officer is an Ordinary Member of the GSA, he must appoint an Independent Observer for the elections. Independent Observers must not be Ordinary Members of the GSA. Where the Returning Officer is an independent drawn from outside the Ordinary Membership of the GSA, he must appoint an Independent Observer from within the Ordinary Membership of the GSA.
- (5.4) The Returning Officer may appoint Deputy Returning Officers at his discretion. The Deputy Returning Officers shall be instructed by the Returning Officer on their duties and shall perform these in an impartial manner.
- (5.5) The Returning Officer may remove Deputies that are not carrying out the Returning Officer's instructions or acting in an impartial manner.

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- (5.6) The Returning Officer shall not be eligible to stand for election, nor vote, nominate or support any candidate in the election.
- (5.7) Any Observer or any Deputy Returning Officers appointed by the Returning Officer shall be eligible to vote, provided they are Ordinary Members of the GSA, but they shall not be eligible to stand for election, nor nominate or support any candidate in the election.
- (5.8) The Returning Officer may seek legal advice, to be paid for by the GSA, if he believes that statements made or the contents of publicity could leave the GSA open to legal action.
- (5.9) The Returning Officer can rule out of order any statement or the contents of any publicity that in his view is in breach of this Constitution or the rules and equal opportunity policy of the GSA.
- (5.10) The Returning Officer is the sole election official competent to deal with complaints about the conduct and administration of the election.
- (5.11) Details of the Returning Officer and any Deputy Returning Officers shall be published in such places as considered appropriate by the Returning Officer.
- (5.12) In considering a complaint, the Returning Officer, after hearing all the appropriate evidence, may:
- (a) not uphold the complaint;
 - (b) halt elections for the specified post(s);
 - (c) disqualify specified candidate(s) if, in his view, a candidate(s) has breached election rules.
- (5.13) The disqualification of a candidate bars that candidate from standing for any position at any election or by-election in the academic year of his disqualification and the subsequent academic year.
- (5.14) Any person who has been disqualified as a candidate is prohibited from acting as an election official for the duration of that disqualification.
- (5.15) Only Ordinary Members of the GSA shall be entitled to vote in any GSA election.
- (5.16) Only Ordinary Members of the GSA shall be entitled to stand for election.
- (5.17) Only Ordinary Members of the GSA shall be entitled to nominate or second any candidates in an election, except that no candidate in a particular post may support any other candidate for the same post. Candidates may not act as their own proposer or seconder.
- (5.18) The elections of Officers of the GSA, Ordinary Trustees and non-*ex officio* members of Association Council shall be by secret ballot.
- (5.19) Question Time or Hustings for the election of Non-Principal Officers and Ordinary Members of Association Council shall be held within the last eight weeks of the Autumn term, with the exception of Sabbatical Officers, unless election is necessary under the conditions described in Articles (11.7), (11.10) and (14.15) of this Constitution.
- (5.20) Question Time or Hustings for the election of Principal Officers and Ordinary Members of the Board of Trustees shall be held within the last six weeks of the Summer term, unless election is necessary under the conditions described in Articles (9.19) or (14.10) of this Constitution.

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- (5.21) Ordinary Members of the GSA, with the exception of the Returning Officer, may vote online from the opening of voting until the close of the election.
- (5.22) Notice of election shall be given at least fourteen days before the closing date for nominations.
- (5.23) Nominations shall close at midday eight days before voting opens.
- (5.24) The Returning Officer shall produce an Election Timetable, which shall include the dates and times for the notification and completion of the following. This will, where practicable, reflect the conditions described in the by-laws on:
- (a) the nomination process;
 - (b) the candidates' briefing;
 - (c) publicity;
 - (d) Question Time and Hustings;
 - (e) voting;
 - (f) the count.
- (5.25) The timetable for the election shall be published and adequately circulated with materials promoting the election.
- (5.26) In the event that no nominations are received for an elected position, then candidates may stand from the floor at Question Time or Hustings.
- (5.27) Any candidate must be nominated by three other Ordinary Members of the GSA, with the exception of candidates standing from the floor.
- (5.28) The following nomination regulations apply:
- (a) nominations shall be on a standard nomination form approved by the Returning Officer;
 - (b) the candidate and the nominators shall sign the nomination form;
 - (c) nominations shall be submitted to the Returning Officer or any Deputy Returning Officer.
- (5.29) The Returning Officer shall have the sole responsibility of declaring a submitted nomination form valid. In the event of two or more candidates having the same proposer in an election for a single position, the Returning Officer may allow up to twenty-four hours for the candidate(s) to find fresh proposers.
- (5.30) When the Returning Officer is satisfied, all valid nominations will be confirmed with the candidates. The Returning Officer shall ensure that nomination forms, or copies, are posted in such places as considered appropriate.
- (5.31) After nominations close, the Returning Officer shall arrange for a briefing to be given, to which all candidates will be expected to attend. This briefing will include information regarding the:
- (a) general behaviour of candidates;

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- (b) rules surrounding publicity;
- (c) rules for campaigning;
- (d) electoral regulations;
- (e) role of Trustee (for Principal Officer and Trustee candidates only);
- (f) Question Time or Hustings.

- (5.32) The Returning Officer is responsible for arranging the candidates' briefing but may choose not to deliver any part of the briefing where he feels someone else may be more suitable. The Returning Officer will be present throughout the candidates' briefing.
- (5.33) Prior to the election the Returning Officer may amend the Rules and Regulations for Campaigning as he sees fit and his decision is final. Any breach of these rules may lead to disqualification.
- (5.34) The Returning Officer will decide whether the actions of any candidate represent a breach of Electoral Regulations or the Rules and Regulations for Campaigning. If the Returning Officer decides that a candidate has breached the Electoral Regulations or the Rules and Regulations for campaigning, the Returning Officer is empowered to sanction the candidate however the Returning Officer sees fit. The decision to sanction a candidate and the form any sanction takes is the decision of the Returning Officer, and the Returning Officer's decision is final.
- (5.35) The Returning Officer shall publicise the arrangements for voting, together with a list of candidates and manifestos, and shall make arrangements whereby provision is made for Ordinary Members of the GSA to vote. The Returning Officer may demand help from the GSA for the costs incurred in producing such publicity, help with the design of any publicity, and the distribution of publicity. The Returning Officer will also be appointed as an administrator of the official GSA Facebook group for the duration of the election process, so that he may use the group to publicise elections.
- (5.36) The order of candidates on ballots and official notice boards will be based on lots drawn at the candidates' briefing. There will be a facility for voting for 'Re-Open Nominations' as an alternative to the candidates standing (this is not necessary in cases where there are no candidates). For the purpose of counting the votes, 'Re-Open Nominations' shall be treated as another candidate.
- (5.37) If the 'Re-Open Nominations' candidate is elected, the vacancy should be declared unfilled.
- (5.38) In the event of a tie, the candidate with the highest number of first-ballot votes will be declared the winner. Where the number of first-ballot votes is also tied, the Returning Officer's vote shall break the tie.
- (5.39) Before voting commences, the Returning Officer should submit a paper copy of his vote to be sealed and only revealed in the scenario outlines in Schedule (5.38).
- (5.40) For elections held by secret ballot, the counting of the votes shall be conducted by the Returning Officer and the Deputy Returning Officers. All candidates shall be entitled to observe the count.
- (5.41) The count will commence only if the Returning Officer is satisfied that all complaints relating to the conduct and administration of the election have been resolved. Complaints after the count has commenced may only relate to the conduct of the count.

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- (5.42) The count will be conducted according to the rules laid down by the Electoral Reform Society for running elections by the Alternative Transferable Vote or, where more than one position is being elected, by Single Transferable Vote.
- (5.43) Voters shall be able to express preferences for as few or as many candidates as they wish in an election.
- (5.44) Election results shall be declared by the Returning Officer when the count for each post has been successfully completed. Notice of results shall be made available to the general membership within twenty-four hours of the results being certified by the Returning Officer.
- (5.45) The Returning Officer, in association with the Independent Observer, shall produce a report after the election on any such issues that arose during the election. This document will be made available to the GSA's members and Association Council.
- (5.46) The Governing Body should satisfy themselves that all elections are fairly and properly conducted.

Schedule 6. Officer Responsibilities

- (6.1) The commitments of all Association Officers and Chairs of Affiliated Committees are given below.
 - (a) All Association Officers and Chairs of Affiliated Committees are expected to attend and contribute where appropriate to their relevant Association meetings.
 - (b) All Association Officers and Chairs of Affiliated Committees are accountable to Association Council.
 - (c) For each meeting of Council, the Chair should present a compilation of reports from Association Officers and Chairs of Affiliated Committees. This should detail the Officers' or Chairs' activities in their posts since the last Council meeting. The Chair may invite Officers or Chairs of Affiliated Committee, who have failed in their duty to write a report, to present a verbal report on their activities to the meeting.
- (6.2) Where they are reasonably able to do so, Officers are expected to participate in the following activities:
 - (a) organising and running the Association's Graduate Welcome Week activities;
 - (b) setting-up and running other large social events;
 - (c) co-ordinating the campaigns of the Association;
 - (d) assisting and supporting the work of other Officers where appropriate.
- (6.3) All Association Officers, other elected members of Association Council and elected Officers of Affiliated Committees are expected to:
 - (a) abide by the by-laws and any regulations laid out in this Constitution;
 - (b) liaise with the President to identify and address training needs;
 - (c) liaise with the Finance Officer (and General Manager) regarding budget

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applications and financial advice;

- (d) work closely with all areas of the Association;
- (e) publicise Association events and activities;
- (f) fulfil any role assigned, to the best of their ability, within the constraints of their studies;
- (g) be held accountable for any role assigned to them as they would any other responsibility.

(6.4) In the event of an Association Officer being unable to do his job, or there being a vacant post, the delegation of that work should be organised primarily by the President, with the support of the Executive, if Association Council chooses not to appoint an acting officer through the provisions in Article (14).

(6.5) Principal Officers are responsible for the co-ordination and supervision of all Non-Principal Officers.

Schedule 7. Officer and Ordinary Council Member Roles

President

- (7.1) The President (maximum one person):
- (a) is a part-time paid officer, working sixteen hours per week for a period of twelve months, unless otherwise instructed by a motion of no-confidence;
 - (b) shall act as the primary representative of the Association to the membership, the University and other external bodies;
 - (c) shall call and chair all Executive meetings, unless he chooses to step down or is instructed otherwise by a vote of no-confidence;
 - (d) shall encourage wider participation in the Association;
 - (e) shall be responsible for the democratic infrastructure of the Association;
 - (f) shall be an *ex officio* member of University Council, Senate, Court, Student Services Committee and YUSU Council, and shall attend other University and YUSU committees as appropriate;
 - (g) shall call and chair meetings of the Communications Committee;
 - (h) shall sit on Association Council, the Academic Affairs Committee and the Equality, Welfare and Diversity Committee;
 - (i) shall lead campaigns in the interests of members, also working with the Campaigns Officer on campaigns;
 - (j) shall represent students at academic appeals, as necessary;
 - (k) shall co-ordinate the Association's efforts in engaging visiting students;
 - (l) shall act as signatory of the Association accounts;

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- (m) shall act as the line manager of the Association's General Manager;
- (n) shall further links with other graduate student bodies;
- (o) shall represent the GSA on departmental periodic reviews;
- (p) shall co-ordinate the production of the Annual Report;
- (q) shall provide a two-week handover period for his successor, following the end of his tenure;
- (r) shall act as a Trustee of the Association.

Academic Affairs Officer

(7.2) The Academic Affairs Officer (maximum one person):

- (a) is a part-time paid officer, working ten hours per week for a period of twelve months, unless otherwise instructed by a motion of no-confidence;
- (b) shall act as the primary officer of the Association on all academic matters;
- (c) shall call and chair the Academic Affairs Committee;
- (d) shall coordinate the election and training of all graduate representatives of academic departments of the University;
- (e) shall represent the Association on the Board for Graduate Schools, University Teaching Committee, Standing Committee on Assessment, Library Committee and YUSU Academic Affairs Committee, and shall attend other University and YUSU committee meetings as appropriate;
- (f) shall sit on Association Council;
- (g) shall lead campaigns related to members' academic issues, also working with the Campaigns Officer;
- (h) shall represent students at academic appeals;
- (i) shall co-ordinate members' written submissions for all quality assurance work;
- (j) shall represent the GSA on departmental periodic reviews;
- (k) shall write the academic section of the Annual Report;
- (l) shall provide a two-week handover period for his successor, following the end of his tenure;
- (m) shall act as a Trustee of the Association.

Welfare Officer

(7.3) The Welfare Officer (maximum one person):

- (a) is a part-time paid officer, working ten hours per week for a period of twelve months, unless otherwise instructed by a motion of no-confidence;

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- (b) shall act as the primary officer of the Association on all non-academic welfare matters;
- (c) shall call and chair the Equality, Welfare and Diversity Committee;
- (d) shall liaise with, and act as the primary point of contact, for all Ordinary Members of Association Council;
- (e) shall represent the Association on the University Equality and Diversity Committee, Dignity at Work and Study Committee, Health, Safety and Welfare Committee, Student Services Committee and Ethics Committee, and shall attend YUSU Welfare, Equality and Diversity Committee, and other University and YUSU committee meetings as appropriate;
- (f) shall sit on Association Council and the Academic Affairs Committee;
- (g) shall lead campaigns relating to members' welfare issues, working with the Campaigns Officer;
- (h) shall represent students at academic appeals, as necessary;
- (i) shall represent the GSA on departmental reviews, as necessary;
- (j) shall write the welfare section of the annual report;
- (k) shall provide a two-week handover period for his successor, following the end of his tenure;
- (l) shall act as a Trustee of the Association.

Services Officer

(7.4) The Services Officer (maximum one person):

- (a) is a part-time paid officer, working ten hours per week for a period of twelve months, unless otherwise instructed by a motion of no-confidence;
- (b) shall have primary responsibility for co-ordinating all the events, sports and services of the Association;
- (c) shall call and chair the Events Committee and Sports Committee;
- (d) shall represent the Association on the University Bars Strategy Group and YUSU Entertainments Committee, and shall attend other University and YUSU committee meetings as appropriate;
- (e) shall sit on Association Council, the Communications Committee and the Affiliated Committees Coordination Committee;
- (f) shall co-ordinate the Events, Sporting Activities Officers and Communications Officer(s);
- (g) shall co-ordinate Graduate Welcome Week;
- (h) shall co-ordinate training for Events, Sporting Activities and Communications Officers;

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- (i) shall act as the primary officer of the Association on all matters relating to Affiliated Committees;
- (j) shall call and Chair the Affiliated Committees' Coordination Committee;
- (k) shall have overall responsibility for co-ordinating the activities of the various Affiliated Committees;
- (l) shall act as a signatory on the Association Account;
- (m) shall write the events, sports and affiliated committees sections of the Annual Report;
- (n) shall provide a two-week handover period for his successor, following the end of his tenure;
- (o) shall act as a Trustee of the Association.

Finance Officer

(7.5) The Finance Officer (maximum one person):

- (a) is a part-time paid officer, working six hours per week for a period of twelve months, unless otherwise instructed by a motion of no-confidence;
- (b) shall act as the primary financial officer of the Association, providing oversight of the Association's accounts;
- (c) shall be responsible for the management and maintenance of all facilities and equipment of the Association;
- (d) shall work with the other Principal Officers, in conjunction with the General Manager, to administrate each budget area and ensure the approved budget is adhered to;
- (e) shall sit on Association Council;
- (f) shall act as a signatory on the Association Account;
- (g) shall write the finance and facilities sections of the Annual Report;
- (h) shall provide a two-week handover period for his successor, following the end of his tenure;
- (i) shall act as a Trustee of the Association.

Events Officers

(7.6) The Events Officers (minimum two, maximum four people):

- (a) are volunteer officers;
- (b) are co-ordinated by the Services Officer;
- (c) shall be assisted by the Services Officer in the running of events;
- (d) shall sit on Association Council and the Events Committee;

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- (e) shall be responsible for encouraging increased participation in all events;
- (f) shall work with all Officers and members of Association Council to ensure events are representative of the entire membership.

Sporting Activities Officers

(7.7) The Sporting Activities Officers (minimum two, maximum five people):

- (a) are volunteer officers;
- (b) are co-ordinated by the Services Officer;
- (c) shall be assisted by the Services Officer in the organisation of sporting activities;
- (d) shall represent the Association and Wentworth College on the College Sport Committee;
- (e) shall sit on Association Council, the Events Committee and the Sports Committee;
- (f) shall be responsible for encouraging increased participation in all sporting activities;
- (g) shall work with all Officers and members of Association Council, to ensure sporting activities are inclusive of the entire membership;
- (h) shall co-ordinate the work of all sports captains [as defined in Article (3)], ensuring teams have adequate support and adopt a participatory ethos.

International Students' Officer(s)

(7.8) The International Students' Officer(s) (maximum two people):

- (a) is (are) a volunteer officer(s);
- (b) is (are) co-ordinated by the President;
- (c) shall be responsible for representing the specific needs of international student members the Association;
- (d) shall represent the Association on the University Race Equality Implementation Group, YUSU Equality, Welfare and Diversity Committee and YUSU Racial Equality Committee;
- (e) shall sit on Association Council, the Events Committee and the Equality, Welfare and Diversity Committee;
- (f) shall liaise with the ISA and attend their executive meetings;
- (g) shall help co-ordinate any campaigns, events and sporting activities relating specifically to international members.

Communities, Charities and Volunteering Officer(s)

(7.9) The Communities, Charities and Volunteering Officer(s) (maximum two people):

- (a) is (are) a volunteer officer(s);

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- (b) is (are) co-ordinated by the President;
- (c) shall be responsible for encouraging graduate students to get involved in volunteering, community and charity work;
- (d) shall liaise with Raising And Giving and Student Action in furthering their causes and increasing graduate students' involvement in them;
- (e) shall sit on Association Council and the Events Committee;
- (f) shall represent graduate students on all environmental issues;
- (g) shall represent the Association on the YUSU Environment and Ethics Committee and other relevant committees, and shall co-ordinate all activities relating to these committees.

Communications Officer

(7.10) The Communications Officer (maximum one person):

- (a) is a volunteer officer;
- (b) is co-ordinated by the Services Officer;
- (c) shall, with the Services Officer, be responsible for developing and enacting the Association's communications strategy;
- (d) shall co-ordinate all publicity and statements issued by the Association;
- (e) shall ensure that the events, sports, services and representational work of the Association are well publicised to the membership;
- (f) shall ensure that all web-based communications are updated and managed properly;
- (g) shall sit on Association Council, the Communications Committee, the Events Committee and the YUSU Communications Committee.

Campaigns Officer(s)

(7.11) The Campaigns Officer(s) (maximum two people):

- (a) is (are) a volunteer officer(s);
- (b) is (are) co-ordinated by the President;
- (c) shall co-ordinate all campaigns of the Association;
- (d) shall sit on Association Council, the Academic Affairs Committee and the Equality, Welfare and Diversity Committee;
- (e) shall work with the other Officers and Representatives to Council in developing new campaigns and, as necessary, calling for Referenda to be held.

Part-Time Students' Representative

(7.12) The Part-Time Students' Representative to Association Council:

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- (a) is a volunteer representative;
- (b) is co-ordinated by the Welfare Officer;
- (c) shall work with the Welfare Officer in ensuring that the Association and its Affiliated Committees provide events, services and sporting activities that are inclusive of part-time students;
- (d) shall work with the Welfare Officer in ensuring that part-time students' views are represented in the Association;
- (e) must be a registered part-time postgraduate student at the University;
- (f) shall sit on Association Council and Academic Affairs Committee;
- (g) shall assist the Welfare and Academic Affairs Officers in the representation of part-time students, as necessary.

Students with Dependants' Representative

(7.13) The Students with Dependants' Representative to Association Council:

- (a) is a volunteer representative;
- (b) is co-ordinated by the Welfare Officer;
- (c) shall work with the Welfare Officer in ensuring that the Association and its Affiliated Committees provide events, services and sporting activities for, and that are inclusive of, students with dependants;
- (d) shall work with the Welfare Officer in ensuring that the views of students with dependants are represented in the Association;
- (e) must have dependants within the meaning of Schedule (1.2);
- (f) shall sit on Association Council and the Equality, Welfare and Diversity Committee;
- (g) shall assist the Welfare Officer in the representation of students with dependants, as necessary.

LGBT Students' Representative

(7.14) The LGBT Students' Representative to Association Council:

- (a) is a volunteer representative;
- (b) is co-ordinated by the Welfare Officer;
- (c) shall work with the Welfare Officer in ensuring that the Association and its Affiliated Committees provide a welcoming environment to students regardless of sexuality, gender identity or gender expression;
- (d) shall sit on Association Council, the Equality, Welfare and Diversity Committee, the YUSU LGBT Committee and the YUSU Equality, Welfare and Diversity Committee;

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- (e) shall assist the Welfare Officer in the representation of LGBT students, as necessary.

Students with Disabilities' Representative

(7.15) The Students with Disabilities' Representative to Association Council:

- (a) is a volunteer representative;
- (b) is co-ordinated by the Welfare Officer;
- (c) shall work with the Welfare Officer in ensuring that the Association and its Affiliated Committees provide events, services and sporting activities for, and that are inclusive of, students with disabilities;
- (d) shall work with the Welfare Officer in ensuring that the views of students with disabilities are represented in the Association;
- (e) shall sit on Association Council and the Equality, Welfare and Diversity Committee;
- (f) shall assist the Welfare Officer in the representation of students with disabilities, as necessary.

Racial Equality Representative

(7.16) The Racial Equality Representative to Association Council:

- (a) is a volunteer representative;
- (b) is co-ordinated by the Welfare Officer;
- (c) shall work with the Welfare Officer in ensuring that the Association and its Affiliated Committees provide events, services and sporting activities inclusive of students of all races;
- (d) shall work with the Welfare Officer in ensuring that the views of students of all races are represented within the Association;
- (e) shall sit on Association Council and the Equality, Welfare and Diversity Committee;

Gender Equality Representative

(7.17) The Gender Equality Representative to Association Council:

- (a) is a volunteer representative;
- (b) is co-ordinated by the Welfare Officer;
- (c) shall work with the Welfare Officer in ensuring that the Association and its Affiliated Committees provide events, services and sporting activities inclusive of all genders;
- (d) shall work with the Welfare Officer in ensuring that the views of all genders are represented in the Association;

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- (e) shall sit on Association Council and the Equality, Welfare and Diversity Committee;

PGCE Students' Representative

(7.18) The PGCE Students' Representative to Association Council:

- (a) is a volunteer representative;
- (b) is co-ordinated by the Welfare Officer;
- (c) shall work with the Welfare Officer in ensuring that the Association and its Affiliated Committees provide events, services and sporting activities inclusive of PGCE students;
- (d) shall work with the Welfare Officer and Academic Affairs Officer in ensuring that PGCE students are represented in the Association;
- (e) must be a registered PGCE student at the University;
- (f) shall sit on Association Council and the Academic Affairs Committee;
- (g) shall assist the Welfare and Academic Affairs Officers in the representation of PGCE students, as necessary.

Off-Campus Students' Representative

(7.19) The Off-Campus Students' Representative to Association Council:

- (a) is a volunteer representative;
- (b) is co-ordinated by the Welfare Officer;
- (c) shall work with the Welfare Officer to ensure that the Association and its Affiliated Committees provide events, services and sporting activities inclusive of students who live off-campus;
- (d) shall work with the Welfare Officer in ensuring that the views of students that live off-campus are represented in the Association;
- (e) must not ordinarily live in University-owned or -managed accommodation during academic term time;
- (f) shall sit on Association Council;
- (g) shall assist the Welfare Officer in the representation of off-campus students, as necessary.

PGWT's Representative

(7.20) The PGWT's Representative to Association Council:

- (a) is a volunteer representative;
- (b) is co-ordinated by the Academic Affairs Officer;
- (c) shall work with the Academic Affairs Officer in ensuring that the views of PGWT

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are represented in the Association;

- (d) must be an Ordinary Member who regularly spends at least one hour per week during academic term time lecturing, demonstrating or giving tutorials at the University;
- (e) shall sit on Association Council and the Academic Affairs Committee;
- (f) shall assist the Academic Affairs Officer in the representation of PGWT, as necessary.

Distance Learning Students Representative

- (7.21) (a) is a volunteer representative;
- (b) is coordinated by the Academic Affairs Officer;
- (c) shall work with the Academic Affairs Officer to ensure that the views of distance learning students are represented in the Association;
- (d) must be an Ordinary Members who is registered on a course at the University and studying by distance learning;
- (e) shall sit on Association Council and the Academic Affairs Committee.
- (f) shall not be expected to attend committee meetings in person, but shall communicate his views in writing to the Chairs of the meetings. Should he be able to attend, he will be considered a full member of both committees.

Ordinary Representatives

- (7.22) The two Ordinary Representatives to Association Council:
 - (a) are volunteer representatives;
 - (b) are co-ordinated by the Welfare Officer;
 - (c) shall work with the Welfare Officer to ensure that the Association and its Affiliated Committees provide events, services and sporting activities that are inclusive of all students;
 - (d) shall work with the Welfare and Academic Affairs Officers in ensuring that the views of the average student are represented in the Association;
 - (e) shall sit on Association Council.

Schedule 8. Affiliated Committees

- (8.1) Each Affiliated Committee shall be funded by an annual grant, agreed by the Trustee Board and passed at Association Council as part of the Association's annual budget.
- (8.2) Each Affiliated Committee shall bank with the GSA, and requested funds from the allocation must be authorised by the Finance Officer.
- (8.3) The Affiliated Committees shall liaise with the Services Officer, submitting proposals for event budgets and equipment purchases.

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- (8.4) Use of funds by Affiliated Committees must comply with the rules set out in this Constitution.

Schedule 9. Standing Subcommittees of Association Council

Academic Affairs Committee

- (9.1) The Academic Affairs Committee shall:
- (a) report to Association Council;
 - (b) meet not less than twice per academic term.
- (9.2) The Academic Affairs Committee's terms of reference are to:
- (a) be the focus for discussion of all academic issues facing the Association's membership;
 - (b) act as a forum for the exchange of ideas between the membership and the organisation regarding academic issues;
 - (c) act as a forum to share examples of good practice across academic departments;
 - (d) develop relevant policy on academic issues for the consideration of Association Council.
- (9.3) The Academic Affairs Committee's membership shall be:
- (a) the Academic Officer (Chair);
 - (b) the President;
 - (c) the Welfare Officer;
 - (d) the Campaigns Officer(s);
 - (e) the Graduate representative to University Senate;
 - (f) the Council representatives for PGCE, distance learning and part-time students and PGWT;
 - (g) all postgraduate representatives to departmental Boards of Studies, or equivalent, with only one vote per academic department.

Communications Committee

- (9.4) The Communications Committee shall:
- (a) report to Association Council;
 - (b) meet not less than once per academic term.
- (9.5) The Communications Committee's terms of reference are to:
- (a) develop and implement an effective communication strategy for the Association to connect with its membership;

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(b) explore innovative ways of communication with the membership.

(9.6) The Communications Committee's membership shall be:

- (a) the President (Chair);
- (b) the Services Officer;
- (c) the Communications Officer;
- (d) two other Ordinary Members, determined by Association Council.

Equality, Welfare and Diversity Committee

(9.7) The Equality, Welfare and Diversity Committee shall:

- (a) report to Association Council;
- (b) meet not less than twice per academic term.

(9.8) The Equality, Welfare and Diversity Committee's terms of reference are to:

- (a) be the focus of debate on all issues of equality, welfare and diversity;
- (b) ensure that all members of the Association are adequately represented and provided for;
- (c) develop relevant policy on welfare issues for the consideration of Association Council.

(9.9) The Equality, Welfare and Diversity Committee's membership shall be:

- (a) the Welfare Officer (Chair);
- (b) the President;
- (c) the Campaigns Officer(s);
- (d) the International Students' Officer(s);
- (e) the Council representatives for students with dependants, LGBT students, gender equality, students with disabilities and racial equality.

Events Committee

(9.10) The Events Committee shall:

- (a) report to Association Council;
- (b) meet not less than three times per academic term and once during the Summer vacation.

(9.11) The Events Committee's terms of reference are to:

- (a) develop and implement an effective and varied calendar of social events for all graduate students, including at least one event outside of term-time during each

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vacation period;

(b) plan and co-ordinate the Association's activities during Graduate Welcome Week.

(9.12) The Events Committee's membership shall be:

- (a) the Services Officer (Chair);
- (b) the Events Officers;
- (c) the Sports Officers;
- (d) the International Students' Officer(s);
- (e) the Communications Officer;
- (f) the Communities, Charities and Volunteering Officer(s);
- (g) two Ordinary Members, determined by Association Council.

Affiliated Committees' Coordination Committee

(9.13) The Affiliated Committees' Coordination Committee shall:

- (a) report to Association Council;
- (b) meet not less than once per academic term and once during the Summer vacation.

(9.14) The Affiliated Committees' Coordination Committee's terms of reference are to:

- (a) co-ordinate the activity of all Affiliated Committees;
- (b) share best practice.

(9.15) The Affiliated Committees' Coordination Committee's membership shall be:

- (a) the Services Officer (Chair);
- (b) the Finance Officer;
- (c) the Chair of each Affiliated Committee.

Sports Committee

(9.16) The Sports Committee shall:

- (a) report to Association Council;
- (b) meet not less than twice per academic term and once during the Summer vacation.

(9.17) The Sports Committee's terms of reference are to:

- (a) develop and implement an effective and varied calendar of inclusive sporting events for all graduate students;

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(b) plan and co-ordinate the Association's sporting activities during Welcome Week.

(9.18) The Sports Committee's membership shall be:

- (a) the Services Officer (Chair);
- (b) the Sports Officers;
- (c) two Ordinary Members, determined by Association Council.

Schedule 10. Subcommittee Meeting Regulations

(10.1) The regulations that form this Schedule shall apply to all subcommittees of the Association, except Executive Committee as defined in Article (13).

Timing

- (10.2) The Chair shall call all meetings, with the minimum frequency detailed in Schedule (9) or otherwise as required.
- (10.3) The timing of such meetings must take into account the nature of graduate study, in particular the requirements of PGCE and part-time students, as necessary.
- (10.4) The notice given for a meeting must be no less than three working days, with the agenda released no later than twenty-four hours before such a meeting.

Apologies

(10.5) Apologies should be sent by members who are unable to attend.

Quorum

- (10.6) The quorum for the meetings of subcommittees shall be half of its filled membership plus one.
- (10.7) A meeting shall only vote on a motion if it is quorate.

Agenda items

- (10.8) Items on the agenda should be presented in one of the following four ways, and should ideally be accompanied by some background information:
- (a) to report;
 - (b) to discuss;
 - (c) to action;
 - (d) to resolve.

Voting

- (10.9) Each member has one vote, with the exceptions specified in Schedule (2.27) regarding each Officer role only being afforded one vote.
- (10.10) The Chair shall not vote other than to resolve a tie.

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(10.11) A proposal shall be passed if it achieves a simple majority of the votes cast.

Minutes

(10.12) Minutes of all subcommittee meetings shall be presented to Association Council.

Closed meetings

(10.13) Where personal and confidential information about individuals, or sensitive information, public knowledge of which may hinder the attainment of the aims and objectives of the Association, has to be presented, the committee may, upon a majority vote, move into a closed meeting.

(10.14) The committee, when presented with the justification and upon a vote, may request certain members to leave the closed meeting provided that the meeting remains quorate, although those requested to leave are under no obligation to do so.

(10.15) A closed meeting shall not be minuted, apart from a statement determined by those present and issued by the Chair.

Attendance

(10.16) Any Ordinary Member of the Association may attend any meeting of any Association Council subcommittee, and be afforded speaking but never voting rights by the Chair.

Schedule 11. Association Complaints Procedure

(11.1) Any member of the GSA who is dissatisfied in his dealings with the GSA or claims to be unfairly disadvantaged having exercised the rights referred to in Articles (8.4), (8.5) and (8.6), has the right to lodge a complaint concerning the GSA, its Officers, Trustees and members on Association Council or any other agent of the Association. Where a complaint is upheld there shall be an effective remedy.

(11.2) Any member of the GSA should first approach the President of the GSA, submitting a written complaint. In cases where the complaint relates to the President, the complaint shall be submitted to and considered by the Welfare Officer.

(11.3) The President or Welfare Officer, as appropriate, shall make a written reply within ten working days.

(11.4) If the complainant is unhappy with the response, he can then refer the complaint to a panel of three people consisting of:

- (a) the Services Officer (Panel Chair), except where the Executive considers this inappropriate and appoints a different chair;
- (b) one additional member of the GSA, appointed by the Executive;
- (c) a member of the GSA, appointed by the complainant.

(11.5) If the complainant continues to be dissatisfied with the panel's findings, he can refer the matter to the Registrar of the University, who will arrange for the complaint to be considered in collaboration with the panel chair.

Schedule 12. Association Accountability Procedures

- (12.1) Principal Officers are Trustees of the Association. They are required to fulfil their roles as members of the Board of Trustees to the best of their ability, within the constraints of their studies. In addition, Principal Officers are required to fulfil their contractual obligations and adhere to the Code of Conduct.
- (12.2) Any member of the Association may hold any Officer to account within the democratic structures of the Association. These are Officers' Reports, Association Council and Referenda calling for censure or expressing no-confidence.
- (12.3) All Association Officers are expected to fulfil their roles to the best of their ability. They are also expected to aid other Association Officers.

Officer reports

- (12.4) At each meeting of Association Council, the Chair should make provision for at least four rounds of three verbal questions and four rounds of three written questions from Association members to Officers of the Association about any aspect of their job. Questions may continue for longer than the total of eight rounds if the meeting votes in favour of doing so. If any round is not filled with the required type of question, the other can be substituted.

Executive reports

- (12.5) The Executive shall present a report of its activities to the Board of Trustees at least once per academic term, as per Article (10.5) of this Constitution.

Censure

- (12.6) A motion of censure against any Association Officer, Trustee, Officer of an Affiliated Committee or other member on Association Council may be submitted to a meeting of Association Council for discussion. A motion of censure is to express dissatisfaction with an aspect of that person's role. It does not have any other implications for the status of that person.
- (12.7) A motion to censure should follow the format and procedure of an ordinary motion and requires a majority vote in favour to be passed.
- (12.8) It is possible to censure more than one person as part of the same motion, as long as all the text of the motion relates to all who are mentioned, unless exemptions are stated.

No-confidence

- (12.9) If an Ordinary Member of the Association is seriously dissatisfied with a particular Officer, Trustee, Officer of an Affiliated Committee or other member of Association Council, he can submit a motion of no-confidence for Referendum. If passed by a two-thirds majority then that person is immediately removed from that office.
- (12.10) If a member of Association Council is similarly dissatisfied with a particular Officer, Trustee, Officer of an Affiliated Committee or other member of Association Council, he can submit a motion of no-confidence to Association Council. If passed by a three-quarters majority then that person is immediately removed from that office, subject to that motion being overturned by a Referendum.
- (12.11) It is possible to no-confidence more than one person as part of the same referendum or

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motion, as long as all the text of the motion relates to all who are mentioned, unless exemptions are stated.

Schedule 13. Constitutional Amendments

- (13.1) The whole, or any part, of the main body of this Constitution may be amended at any time by a motion successfully passed in accordance with the relevant procedures as outlined in Article (23).
- (13.2) Amendments to this Constitution shall be submitted to the Governing Body for approval. Unless other provision has been explicitly specified in the text of the motion passed, such amendments shall take effect from the close of the Council meeting at which they are approved.
- (13.3) At least every fifth academic year, there shall be a review of this Constitution conducted by the Registrar on behalf of the Governing Body.

Schedule 14. Right to Opt Out of Membership

- (14.1) Every graduate student of the University has the right to opt out of membership of the Association. All registered graduate students of the University are otherwise Ordinary Members of the Association through the provisions in Article (8) of this Constitution.

Opt-out procedure

- (14.2) To withdraw from membership a student must notify the Academic Registrar in writing not later than 17:00 on the Friday of the second week of the Autumn term in the academic year in question.
- (14.3) Once a student has withdrawn from membership he will not be able to rejoin the Association until the beginning of the next academic year (this is done by notifying the Academic Registrar in writing not later than 17:00 on the Friday of the second week of the Autumn term of that academic year).
- (14.4) The Academic Registrar shall communicate any such changes in membership to the President within five working term days of receipt of notification by the student concerned.

Rights and restrictions

- (14.5) As per Articles (8.4), (8.5) and (8.6) of this Constitution.